1983

NATIONAL

The number of this binder is

96-638

Made in U.S.A.

BOUND IN tuf-vin the miracle vinyl binding

THE ALLEN COUNTY PUBLIC LIBRARY, FORT WAYNE, INDIANA

FINANCIAL STATEMENT

JANUARY 1 - DECEMBER 31, 1982

RECEIPTS

Balance on Hand January 1, 1982	552,362.83
June Tax Distribution	1,866,026.94
December Tax Distribution	1,772,118.53
Rent	3,600.00
Fines	65,461.15
Books	2,525.16
Copier Receipts	75,633.60
Parking Lot Receipts (Light)	30,687.67
Parking Lot Receipts (Harrison & Washington)	43,089.91
Parking Lot Interest	218.32
Miscellaneous	7,601.56
Cox Cable Communications Inc.	25,787.24
Insurance Claims	5,847.26
NEIRRS Payment	5,400.00
Lincoln National Life Insurance - Experience Refund	12,043.00
Fort Wayne Cinema Center	800.00
Indiana & Michigan Electric Company Refund	793.25
Auditor of State of Indiana	68,509.61
Interest	22,414.61
Temporary Loans	1,850,000.00
TOTAL FUNDS	$6,410,920.64

DISBURSEMENTS

Services Personal	2,218,959.05
Services Contractual	545,594.32
Supplies	214,348.19
Material	7,669.68
Current Charges	213,952.91
Current Obligations	35,052.74
Properties	879,190.46
Temporary Loans	1,850,000.00
TOTAL EXPENDITURES	$5,964,767.35
Balance on Hand January 1, 1983	$ 446,153.29

THE ALLEN COUNTY PUBLIC LIBRARY, FORT WAYNE, INDIANA

OPERATING FUND

DISBURSEMENTS 1982

1 SERVICES PERSONAL	
11 Salary of Librarian	38,655.00
12 Salary of Assistants	
121 Regular Assistants	1,593,276.22
122 Substitute and Part Time	329,885.83
13 Wages of Janitors	154,330.61
14 Other Compensation	
141 Technical and Professional	16,767.98
142 Employer Participation in Group Insurance	86,043.41
TOTAL	$2,218,959.05
2 SERVICES CONTRACTUAL	
21 Communication and Transportation	
211 Freight, Express and Drayage	733.15
212 Postage	15,046.51
213 Telephone Tolls and Telegrams	36,994.69
214 Professional Meetings	14,763.32
215 Gasoline and Oil	15,733.62
216 Other Transportation Expense	427.56
22 Heat, Light, Power and Water	
221 Electric Current	217,984.83
224 Water	4,965.67
225 Sewer	4,076.92
23 Printing and Advertising	
231 Advertising and Publication of Notices	1,164.21
24 Repairs	
241 Buildings and Structures	68,008.16
242 Equipment	24,057.20
243 Rebinding and Repair of Books	46,853.51
25 Services, Other Contractual	
252 Labor	5,313.53
253 Rental on Equipment	18,871.49
256 Service on Mechanical Equipment	67,722.10
257 Expense Developing Microfilm	2,877.85
TOTAL	$545,594.32
3 SUPPLIES	
31 Office Supplies	
311 Official Records	42.99
312 Stationary and Printing	6,745.98
313 Other Office Supplies	9,348.05

THE ALLEN COUNTY PUBLIC LIBRARY, FORT WAYNE, INDIANA

OPERATING FUND

DISBURSEMENTS 1982

1 SERVICES PERSONAL

11 Salary of Librarian 28,153.03

12 Salary of Assistants
121 Regular Assistants 1,593,276.22
122 Substitute and Part Time 129,884.31

13 Wages of Janitors 154,320.51

14 Other Compensation
141 Technical and Professional 1,[illegible].762.38
142 Employer Participation in Group Insurance 86,073.41

TOTAL 2,[illegible],[illegible].05

2 SERVICES CONTRACTUAL

21 Communication and Transportation
211 Freight, Express and Drayage 723.15
212 Postage 13,048.51
213 Telephone Tolls and Telegrams 3[illegible],294.09
214 Professional Meetings 14,763.32
215 Gasoline and Oil 15,723.49
216 Other Transportation Expense 403.56

22 Rent, Light, Power and Water
221 Electric Current 217,[illegible].41
224 Water 4,[illegible].67
225 Sewer 4,076.02

23 Printing and Advertising
231 Advertising and Publication of Notices 1,154.21

24 Repairs
241 Buildings and Structures [illegible]8,[illegible].16
242 Equipment 24,[illegible]7.20
243 Rebinding and Repair of Books [illegible]4,973.51

25 Services, Other Contractual
252 Labor 5,314.73
254 Rental on Equipment 18,871.39
256 Service on Mechanical Equipment 7,723.10
257 Expense Developing Microfilm [illegible],877.89

TOTAL [illegible],[illegible].32

3 SUPPLIES

31 Office Supplies
311 Official Records [illegible]47.39
312 Stationery and Printing 6,743.59
313 Other Office Supplies 9,349.05

THE ALLEN COUNTY PUBLIC LIBRARY, FORT WAYNE, INDIANA

OPERATING FUND

DISBURSEMENTS 1982

32 Other Supplies	
321 Other Library Supplies	61,071.79
322 Janitors Supplies	35,705.75
323 Photography Supplies	4,662.80
33 Coal, Fuel Oil and Gas	96,770.83
TOTAL	$214,348.19
4 MATERIAL	
44 General	
441 Materials and Parts for Equipment	5,690.63
442 Other General Materials	1,979.05
TOTAL	$7,669.68
5 CURRENT CHARGES	
51 Insurance and Bond Premiums	26,925.00
52 Rents	1,875.00
54 Dues	1,984.88
55 Employers Contribution, Retirement, O.A.S.I.	177,572.22
58 Unemployment Tax	5,595.81
TOTAL	$213,952.91
6 CURRENT OBLIGATIONS	
62 Interest	35,052.74
TOTAL	$35,052.74
7 PROPERTIES	
72 Equipment	
721 Furniture	10,823.27
722 Office	10,939.28
724 Other Equipment	34,393.95
73 Books, Periodicals, Newspapers, Audio-Fisual Material	823,033.96
TOTAL	$879,190.46
GRAND TOTAL	$4,114,767.35

THE ALLEN COUNTY PUBLIC LIBRARY, FORT WAYNE, INDIANA

OPERATING FUND

DISBURSEMENTS 1982

32 Other Supplies	
321 Other Library Supplies	81,071.72
322 Janitors Supplies	35,705.75
323 Photography Supplies	4,482.80
33 Coal, Fuel Oil and Gas	94,720.83
TOTAL	$214,343.14
4 MATERIAL	
44 General	
441 Materials and Parts for Equipment	5,890.03
447 Other General Materials	1,070.05
TOTAL	$7,088.54
5 CURRENT CHARGES	
51 Insurance and Bond Premiums	25,923.00
52 Rents	1,875.00
54 Dues	1,984.88
55 Employee Contributions, Retirement, O.A.S.I.	177,578.22
58 Unemployment Tax	3,589.91
TOTAL	$210,950.01
6 CURRENT OBLIGATIONS	
62 Interest	35,092.74
TOTAL	$35,092.74
7 PROPERTIES	
72 Equipment	
721 Furniture	10,823.27
722 Offices	10,979.28
724 Other Equipment	24,313.55
73 Books, Periodicals, Newspapers, Audio-Visual Material	822,033.96
TOTAL	$868,150.46
GRAND TOTAL	$4,116,767.35

THE ALLEN COUNTY PUBLIC LIBRARY, FORT WAYNE, INDIANA

OPERATING FUND

COMPARATIVE STATISTICS

Year	Expenditures	Cash Balance
1978	3,212,711.47	355,415.20
1979	3,399,735.42	524,307.94
1980	3,386,992.01	491,304.25
1981	3,822,255.15	552,362.83
1982	4,114,767.35	446,153.29

THE ALLEN COUNTY PUBLIC LIBRARY, FORT WAYNE, INDIANA

OPERATING FUND

COMPARATIVE STATISTICS

Year	Expenditures	Cash Balance
1978	3,212,711.47	355,415.20
1979	3,309,735.42	524,307.94
1980	3,396,952.01	491,304.25
1981	3,822,255.15	552,302.83
1982	4,114,767.35	446,153.29

THE ALLEN COUNTY PUBLIC LIBRARY, FORT WAYNE, INDIANA

BOND AND INTEREST REDEMPTION FUND

FINANCIAL STATEMENT

JANUARY 1 - DECEMBER 31, 1982

RECEIPTS

Balance on Hand January 1, 1982	341,511.50
June Tax Distribution	316,413.29
December Tax Distribution	300,489.67
Interest	962.32
TOTAL FUNDS	$959,376.78

EXPENDITURES

Current Obligations	153,256.38
Debt Payments	480,000.00
TOTAL EXPENDITURES	$633,256.38
Balance on Hand January 1, 1983	$326,120.40

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

21 January 1983

To: All Library Board Members

From: Rick Ashton

Re: 27 January 1983 Regular Board Meeting

The first Library Board meeting of the year will be on Thursday 27 January at 3:00 p.m. in the Board Room of the Main Library. Several important items, including the election of officers for 1983, are on the agenda.

This packet of material will help you to prepare for the meeting. I look forward to seeing you Thursday.

RJA/cma

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

21 January 1983

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
27 January 1983
3:00 p.m. Board Room
Main Library, 900 Webster Street, Fort Wayne, Indiana 46802

1. Adoption of the agenda.

2. Report of the Nominating Committee and election of officers.

3. Approval of the Minutes of the 30 December 1982 regular Board meeting.

4. Reception of the 31 December 1982 financial report.

5. Report of the Director:
   a. Legislative matters.
   b. Sunday hours.
   c. Other.

6. Opening of bids and awarding a temporary loan of $900,000.

7. Awarding of a contract for operation of Library-owned parking lots.

8. Adoption of a resolution to advertise for bids for basement renovation at the New Haven Branch Library.

9. Adoption of a resolution to contract with Baker and Taylor, Inc., for LIBRIS, an automated acquisitions system.

10. Approval of a fund transfer resolution.

11. Review of Five-Year Plan, Goals M and U, including a two-year report on the Fort Wayne Telecommunication Center.

12. Approval of the following salaried appointments:
    James Nelson, Genealogy Librarian, Grade E, Position 313, $13,846.
    Laura McCaffery, Young Adults' Services Librarian, Grade E, Position 402, $13,846.

13. Approval of payment of the following bills:

Operating Fund	$142,381.55
Library Building and Equipment Fund	147.77
Library Improvement Reserve Fund	306.50
Gift Fund	720.79
Indiana Bank and Trust Company	13,302.74
Lincoln National Life Insurance Company	2,725.75
PERF-OASI Division	16,178.20
United States Postal Service	3,000.00
Public Employees' Retirement Fund	13,441.85
State Agency for Social Security	94.97
Greuninger Travel Service	644.00
Indiana and Michigan Electric Company	8,796.25
Indiana Employment Security Division	568.00

14. Other business.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

21 January 1983

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
27 January 1983
3:00 p.m. Board Room
Main Library, 900 Webster Street, Fort Wayne, Indiana 46802

1. Adoption of the agenda.

2. Report of the Nominating Committee and election of officers.

3. Approval of the Minutes of the 30 December 1982 regular Board meeting.

4. Reception of the 31 December 1982 financial report.

5. Report of the Director:
   a. Legislative matters.
   b. Sunday hours.
   c. Other.

6. Opening of bids and awarding a temporary loan of $900,000.

7. Awarding of a contract for operation of Library-owned parking lots.

8. Adoption of a resolution to advertise for bids for basement renovation at the New Haven Branch Library.

9. Adoption of a resolution to contract with Baker and Taylor, Inc., for LIBRIS, an automated acquisitions system.

10. Approval of a fund transfer resolution.

11. Review of Five-Year Plan, Goals M and U, including a two-year report on the Fort Wayne Telecommunication Center.

12. Approval of the following salaried appointments:
    James Nelson, Genealogy Librarian, Grade E, Position 313, $13,846.
    Laura McCaffery, Young Adults' Services Librarian, Grade E, Position 402, $13,846.

13. Approval of payment of the following bills:

Operating Fund	$142,381.55
Library Building and Equipment Fund	147.77
Library Improvement Reserve Fund	306.50
Gift Fund	720.79
Indiana Bank and Trust Company	13,302.74
Lincoln National Life Insurance Company	2,725.75
PERF-OASI Division	16,178.20
United States Postal Service	3,000.00
Public Employees' Retirement Fund	13,441.85
State Agency for Social Security	94.97
Greuninger Travel Service	644.00
Indiana and Michigan Electric Company	8,796.25
Indiana Employment Security Division	568.00

14. Other business.

15. Adjournment.

Following adjournment: A brief tour of the Fort Wayne Telecommunication Center.

AGENDA ITEM: 2
Requested Action: Approval

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

27 January 1983

The Board met in regular session in the Board Room of the Allen County Public Library, 900 Webster Street, Fort Wayne, Indiana, at 3:00 p.m. on 27 January 1983. Members present: Mrs. Lu Ann Beaman, Mrs. Mary Koehlinger, Mrs. Patricia Beers, Mr. Zohrab Tazian, Mr. James Ganaway. Mrs. Beaman presided.

1. Adoption of the Agenda. The Board adopted an expanded agenda, adding three items under Other Business: 14a. Approval of submission of a grant proposal; 14b. Approval of a resolution to advertise for bids for blank audio tape and video tape; 14c. Approval of corrected salaries for six employees. With this addition, the Board adopted the Agenda as circulated. Mrs. Beaman introduced Mr. James Ganaway, new Board member, attending his first meeting. Mrs. Beaman congratulated Mrs. Beers on her reappointment to the Board for a four-year term. Mrs. Beaman called on Mrs. Koehlinger, who introduced resolutions of appreciation for George R. Mather, outgoing Board member, and Alan McMahan, outgoing Board president. The two resolutions were adopted and are appended to these Minutes.

2. Report of the Nominating Committee and Election of Officers. Mrs. Koehlinger presented the following slate of officers on behalf of the Nominating Committee: for President, Mrs. Lu Ann Beaman; for Vice President, Mr. Zohrab Tazian; for Treasurer, Mrs. Mary Koehlinger; for Secretary, Mr. Alan McMahan. The Board unanimously elected the slate of officers as proposed. Upon taking the chair as President, Mrs. Beaman thanked all the Board members for their work during 1982 and reminded them of the Library's milestones and achievements in 1982. A list of these milestones and achievements is appended to the Minutes.

3. Approval of the Minutes of the 30 December 1982 regular Board meeting. The Board approved the Minutes as submitted.
4. Reception of the 31 December 1982 financial report. The Board received the report as presented. Dr. Ashton pointed out that in 1982 20% of the operating expenditures had gone for books and other library materials, slightly above the original budgeted amount. He reported an operating budget surplus of $16,131.35 on 31 December 1982.
5. Report of the Director:
   a. Legislative matters. Dr. Ashton reported that House Bill 1244, the corrective amendments to the public library property tax appeals law, had moved from the House Ways and Means Committee to the floor of the House, with no major opposition.
   b. Sunday hours. Dr. Ashton reported that the first three Sundays of afternoon service at the Main Library had seen an increasing use, with circulation on the third Sunday up to 1700 items.
   c. Other. Nothing further was reported.
6. Opening of bids and awarding of a temporary loan of $900,000. The Board received and opened two bids: Fort Wayne National Bank: 6 3/4%. Indiana Bank and Trust Company: 7.95%. The Board awarded the temporary loan of $900,000 for the period 1 February-30 June 1983 to Fort Wayne National Bank at a rate of 6 3/4%.
7. Awarding of a contract for operation of Library-owned parking lots. The Board tabled the staff recommendation that the contract be awarded to Light and Breuning Realtors for a period of five years, pending legal advice.
8. Adoption of a resolution to advertise for bids for basement renovation at the New Haven Branch Library. The Board adopted a resolution to advertise.

9. Adoption of a resolution to contract with Baker and Taylor, Inc., for LIBRIS, an automated acquisitions system. The Board adopted a resolution, and empowered Mrs. Beaman to sign the appropriate contract.

10. Approval of a fund transfer resolution. The Board approved the fund transfer resolution as submitted.

11. Review of Five-Year Plan, Goals M and U, including a two-year report on the Fort Wayne Telecommunication Center. Pamela Bieri, manager of the Fort Wayne Telecommunication Center, and Steven Fortriede, public services manager, presented the report. They informed the Board that 105 independent individual and group producers have produced 655 public access programs in the studio during 1982. They presented a brief excerpt tape of programs produced in the studio.

12. Approval of the following salaried appointments:

    James Nelson, Genealogy Librarian, Grade E, Position 313, $13,846.
    Laura McCaffery, Young Adults' Services Librarian, Grade E, Position 402, $13,846.

    The Board approved the appointments as submitted.

13. Approval of payment of the following bills:

Operating Fund	$142,381.55
Library Building and Equipment Fund	147.77
Library Improvement Reserve Fund	306.50
Gift Fund	720.79
Indiana Bank and Trust Company	13,302.74
Lincoln National Life Insurance Company	2,725.75
PERF-OASI Division	16,178.20
United States Postal Service	3,000.00
Public Employees' Retirement Fund	13,441.85
State Agency for Social Security	94.97
Greuninger Travel Service	644.00
Indiana and Michigan Electric Company	8,796.25
Indiana Employment Security Division	568.00

    The Board approved payment of the bills.

14. Other business.

    14a. Approval of submission of a grant proposal. The Board approved the submission of a grant request for $3400 from the Indiana Arts

Commission for support of a professional puppeteer in-service at the Library during 1984.

14b. Approval of a resolution to advertise. The Board approved a resolution to advertise for bids for supplying blank audio tape and video tape to the Library.

14c. Approval of corrected salaries. The Board approved corrected salaries for six employees as follows:

121 Denise Buhr, Georgetown Branch Library, assistant manager, Grade E, $16,288.
281 Margaret Portolese, Art, Music, and Audiovisual Services, assistant manager, Grade E, $16,288.
301 Rebecca Witcher, Children's Services, assistant manager, Grade E, $16,288.
340 Kay Lynn Isca, Readers' Services, acting manager, Grade E, $16,500.
371 Susan Pallone, Reference Services, assistant manager, Grade E, $16,288.
401 Rosamond Parrish, Young Adults' Services, assistant manager, Grade E, $14,846.

15. Adjournment. The Board adjourned.

Following adjournment, the Board went on a brief tour of the Telecommunication Center.

To George R. Mather:

At the end of your three-year term as a member of the Board of Library Trustees, we thank you for the service you have given to the community and the Library.

Both during your two years as President of the Board and your year as a member at large, you have provided important leadership. Your clarity of vision, steadfastness of purpose, and readiness for decision and action have been vital to the work of the Board. The Library and the people of Allen County have been the beneficiaries of your service.

As a token of our gratitude, affection, and regard, we sign this message and place it in the Minutes of the Board as part of the permanent record of our proceedings.

Joseph K. Tyson
S. Dean
Mary Klekenger
Julia Swinson

January 27, 1983

To Alan McMahan

At the end of your year of service as President of the Board of Library Trustees, we thank you for your work.

Your leadership in the many large and complex decisions before the Board in 1982 is most appreciated.

As you remain on the Board, we expect that the Board, the Library, and the community will continue to benefit from your wisdom and energy.

We sign this message and place it in the Minutes as a part of the permanent record of our proceedings.

Mary Koehringer

January 27, 1983

LIBRARY MILESTONES AND ACHIEVEMENTS 1982

Ongoing Services

The Library increased its circulation of all materials by 8% during 1982. More details on this will be in the published annual report to be issued next week.

New Services

Job Information Center

Kurzweil Reading Machine

Toy Lending Program

Active and Expanded Children's and Young Adults' Programs

Major Policy Decisions

Completion and review of the Five-Year Plan

Contract with OCLC for online library services

Collection Development policy

Decision to begin Sunday hours in January 1983

Grant proposal to the Indiana State Library for $258,000 for conversion of cataloging files into machine-readable form

Major New Items at the Library

1980 Census computer tapes

1910 Census microfilms in Genealogy

40,000 new books

Talking World Book Encyclopedia

Financial

Successful appeal of the operating fund levy, resulting in $623,000 additional revenue for 1983

Establishment of a more active investment program with a pooled investment fund

Personnel

Improved benefits for sick leave, term life insurance, and disability insurance

Buildings and Property

Purchased Downtown Standard Station property

Successful repair of Georgetown Branch Library roof

Installation of automated energy management system for the Main Library

Emergency major repairs to the cooling tower of the Main Library

Promotion and Information

Publication of 1981 annual report as a newspaper advertisement

Regular appearances on local television

Numerous cooperative promotional activities with local businesses

Friends of the Allen County Public Library

Two successful book sales

Appearance of author George Plimpton

Appearance of author/illustrator Syd Hoff

Purchases of equipment and books for the Library

AGENDA ITEM 4
Requested Action: Receive Report

OPERATING EXPENDITURE COMPARISONS, 1980-1982

	1980	%	1981	%	1982	%
Salaries and benefits	1,984,381	59	2,277,533	60	2,385,359	58
Books and other library materials	650,217	19	702,427	18	823,033	20
Supplies	114,540	4	172,653	4	214,348	5
Other operating expenses	637,854	18	669,642	18	692,027	17
TOTAL	3,386,992	100	3,822,255	100	4,114,767	100

31 January 1983

Mr. Richard R. Monn
Vice President
Fort Wayne National Bank
110 West Berry Street
P.O. Box 110
Fort Wayne, Indiana 46801

Dear Mr. Monn:

At the meeting of the Board of Library Trustees of the Allen County Public Library on 27 January 1983, the following two bids were received for a temporary loan of $900,000: Fort Wayne National Bank: 6 3/4%, Indiana Bank: 7.95%.

The Board decided to award the temporary loan to Fort Wayne National Bank as the low bidder.

I will be in contact with you on or before 1 February, when we intend to draw the loan.

Thank you for your interest and assistance. I look forward to working with you.

Sincerely,

Rick J. Ashton
Director

RJA/cma

FORT WAYNE NATIONAL BANK
110 WEST BERRY STREET · P.O. BOX 110 · FORT WAYNE, INDIANA 46801
(219) 426-0555

January 27, 1983

Mr. Alan McMahan, President
Board of Trustees
Allen County Public Library
900 Webster Street
P. O. Box 2270
Fort Wayne, Indiana 46801

Dear Sir:

In response to the letter of Mr. Rick J. Ashton, Director, and in accordance with the advertisements for bids as published in the local newspapers, we wish to enter our bid for the temporary loan totaling $900,000 to be used for operating expenses during the period from February 1, 1983, to June 30, 1983.

This loan will be made up of loans to the Board of Trustees of Allen County Public Library and for the purchase of these loans totaling $900,000 we bid:

Six and Three Fourths Per Cent (6-3/4%)

Interest will be charged only from the date of advance to the date of final payment.

We are always pleased to be able to bid on these loans and hope that we may be of help to you.

Very truly yours,

Richard R. Monn
Vice President

RRM/mcr

AFFIDAVIT OF NON-COLLUSION

STATE OF INDIANA)
COUNTY OF ALLEN) SS:

Richard R. Monn of Fort Wayne National Bank, being duly sworn says that no collusion exists between Fort Wayne National Bank and any other bidder for temporary loans of $900,000 to the Board of Trustees of Allen County Public Library.

Further affiant saith naught.

Signed this 27th day of January, 1983.

FORT WAYNE NATIONAL BANK

BY: Richard R. Monn
Richard R. Monn, Vice President

Subscribed and sworn to before me this 27th day of January, 1983.

Mary L. Miller
Mary L. Miller
Res. of Allen Co.

My commission expires:
10-6-85

31 January 1983

Mr. Thomas G. Blume
Senior Vice President
Indiana Bank
915 South Clinton Street
Fort Wayne, Indiana 46802

Dear Tom:

At the Board of Library Trustees meeting on 27 January 1983, two bids were received for the $900,000 temporary loan. Fort Wayne National Bank made a bid of 6 3/4%. Indiana Bank bid 7.95%.

The Library Board awarded the loan to the low bidder, Fort Wayne National Bank.

Thank you for your interest and all the assistance you have given to the Library.

Sincerely,

Rick J. Ashton
Director

RJA/cma

INDIANA BANK

915 South Clinton
Fort Wayne, Indiana 46802

Member FDIC

January 25, 1983

Mr. Alan McMahan, President
Board of Trustees
Allen County Public Library
900 Webster Street
Box 2270
Fort Wayne, Indiana 46801

Re: Temporary Loan to Public Library of Fort Wayne and Allen County

Dear Mr. McMahan:

Per Dr. Rick H. Ashton's letter dated January 19, 1983, we have been asked to bid on a temporary loan dated February 1, 1983, for the sum of $900,000.00 due and payable on or before June 30, 1983. Assuming the fully tax-free status of this loan and further stating that no collusion exists between ourselves and any other bidder, we respectfully submit our bid at an interest rate of 7.95 per cent.

Should we become the successful bidder, we ask that you contact my office directly. Also, should there be any questions concerning our bid, please advise.

Very truly yours,

Thomas G. Blume
Senior Vice President

TGB/jlh

ANTHONY WAYNE BANK
berry at clinton — fort wayne, ind. 46802 ph. (219) 423-3611

Howard W. Zimmerman
Vice President

January 26, 1983

Mr. Rick J. Ashton, Director
Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802

Dear Mr. Ashton:

I have your letter of January 19, 1983 inviting bids on the $900,000.00 temporary loan for the Allen County Public Library.

I sincerely thank you for giving us the opportunity to bid on this loan, however, due to prior and future commitments, our bank is not in a position where we can fully utilize tax free income at this time.

I truly hope that we will be in a position in the future, to be of some assistance to you.

Very truly yours,

Howard W. Zimmerman

HWZ/tsp

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 7
Requested Action: Awarding of Contract

STAFF RECOMMENDATION CONCERNING COMMERCIAL OPERATION OF LIBRARY-OWNED PARKING LOTS

At its 30 December 1982 Board meeting, the Board of Library Trustees opened bids for commercial operation of the three Library-owned parking lots in the block bounded by West Washington, Webster, West Wayne, and Harrison.

APCOA, Inc., submitted two proposals. Their basic proposal was to pay the Library a minimum of $50,000 per year, based on a gross income from the three lots of $80,000 per year. The Library would be paid 30% of all income over $80,000 under this proposal. APCOA's second proposal was for a straight rental of $55,000 per year, without reference to gross or net income figures from the lots.

Light and Breuning Realtors also made two proposals. Their first proposal was for a five-year agreement, with the Library to receive $91,120 minimum annually, plus 67% of all lot income over a gross of $136,000 per year. This proposal also included commitments to make certain minor changes in the parking lot arrangements and booths at the expense of Light and Breuning Realtors. The second Light and Breuning proposal was for an annual minimum of $79,300 for the 23-month specified period which the Library had advertised, plus 61% of gross revenue above $130,000 per year.

Robert Hart, Support Services Manager, and Rick Ashton, Director, have examined all proposals carefully, have discussed proposals with both bidders, and have received written clarification of a question from Light and Breuning Realtors. Based on this examination, we recommend that the Library enter into a five-year agreement with Light and Breuning Realtors, with the Library to be paid $91,120 annually, plus 67% of all gross revenue above $136,000 per year. We recommend that the Library enter into this contract immediately and that it be effective 1 February 1983-31 January 1988.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 8
Requested Action: Adoption of Resolution

BASEMENT IMPROVEMENTS AT THE NEW HAVEN BRANCH LIBRARY

In examining the methods for improvement of Library service in New Haven, the Library has considered a number of alternatives. After investigating other possible branch library sites in 1981 and 1982, we decided to remain for the present at the existing branch location on Ann Street and to make substantial improvements to improve the appearance of the building and enhance its usefulness. During the summer of 1982 the exterior of the building was completely repainted and other exterior repairs were undertaken.

C. David Coil has, in conjunction with Library staff, prepared plans and specifications for renovation and modification of the basement of the building, to provide two public restrooms, office and work space for the staff, and a public-use room for Library activities and community activities. The plans and specifications are now complete, and the adoption of a resolution to advertise for bids will make it possible to proceed with construction work.

We propose to advertise immediately, so that the bid opening can be done by staff in mid-February, with recommendations to the Board for awarding of contracts at the 24 February Board meeting.

ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 9
Requested Action: Approval of Contract

LIBRIS II AUTOMATED ACQUISITIONS SYSTEM

At the 30 December 1982 Board meeting, the Board saw a demonstration of the LIBRIS II automated acquisitions system operated by the Baker and Taylor Company. The staff requests Board approval for a one-year contract for full automated acquisitions services, including fund control. The costs associated with the contract are set forth on the attached page. We believe that this service will considerably speed the acquisition of books and other library materials and will save large amounts of staff time relating to acquisitions and fund control. We hope to be able to integrate this activity into other automated library and accounting activities during 1983.

CONTRACTING FOR LIBRIS II

At the December Board of Library Trustees meeting, Library staff presented a demonstration of the LIBRIS II acquisitions system. Basic information about the history and operation of the system was also presented.

The decision now before the Board of Library Trustees concerns contracting with Baker and Taylor Company for use of the LIBRIS II acquisitions system. The costs, consequences, and necessary steps to implementation are outlined below.

COSTS

Equipment rental	$ 3,000
Telecommunication	9,775
Data Base use	5,400
Supplies	1,650
	$19,825

CONSEQUENCES

- Faster turnaround time in order and receipt of materials
- Duplication of materials eliminated
- Paper files in Acquisitions Services eliminated
- Consolidation of orders
- Automatic fund accounting
- Financial management reports automatically generated
- Status reports automatically generated
- Up-to-date order placement

IMPLEMENTATION PLAN

1. Sign contract for use, January 1983.
2. Begin flexible work scheduling for efficient use of computer time, January 1983.
3. Initiate order for supplies, January 1983.
4. Install hardware, February 1983.
5. Begin intensive training of Acquisitions Services staff, February 1983.
6. Set up fund structure and begin order processes, February 1983.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 10
Requested Action: Approval of Resolution

FUND TRANSFER RESOLUTION

The proposed Fund Transfer Resolution is designed to fine-tune the 1983 operating budget which was adopted by the Board in August 1982. The transfer resolution moves $108,400 within the budget so that more realistically-anticipated spending patterns can be accommodated in 1983 without the accumulation of deficits. The proposed changes are detailed in the attached budget and attached appropriation resolution.

REVISED 1983 OPERATING BUDGET

	ADOPTED August 1982	ADJUSTED January 1983
1 PERSONAL SERVICES		
110 Salaries and Wages		
111 Salary of Director		40,405.00
112 Salary of Assistants	2,489,000.00	2,308,274.00
114 Wages of Janitors		125,321.00
120 Employee Benefits		
121 Employers's Share - F.I.C.A.	167,000.00	166,000.00
122 Unemployment Compensation	10,000.00	7,000.00
123 Employer's Contribution - P.E.R.F.	60,000.00	60,000.00
124 Employer's Contribution - Group Insurance	98,000.00	101,000.00
Total Personal Services	$2,824,000.00	$2,808,000.00
2 SUPPLIES		
210 Office Supplies		
211 Official Records	350.00	350.00
212 Stationery and Printing	9,000.00	10,000.00
213 Other Office Supplies	10,000.00	13,000.00
220 Operating Supplies		
221 Cleaning and Sanitation Supplies	30,000.00	39,000.00
222 Fuel, Oil and Lubricants	56,000.00	42,000.00
223 Other Operating Supplies	71,000.00	71,000.00
230 Repair and Maintenance Supplies		
231 Building Materials and Supplies	5,000.00	5,000.00
233 Repair Parts	7,000.00	7,000.00
234 Other Repair and Maintenance Supplies	3,000.00	3,000.00
240 Other Supplies		
241 Videotape	14,000.00	15,000.00
Total Supplies	$ 205,350.00	$ 205,350.00
3 OTHER SERVICES AND CHARGES		
310 Professional Services		
311 Consulting Services	11,000.00	11,000.00
312 Engineering and Architectural Services	5,000.00	6,000.00
313 Legal Services	8,000.00	5,000.00
314 Other Professional Services	5,000.00	7,000.00

	ADOPTED August 1982	ADJUSTED January 1983
320 Communication and Transportation		
321 Telephone and Telegraph	74,000.00	62,000.00
322 Postage	16,000.00	20,000.00
323 Traveling Expense	5,000.00	9,000.00
324 Professional Meetings	4,000.00	8,000.00
325 Freight and Express	1,000.00	1,000.00
330 Printing and Advertising		
331 Advertising and Publication of Notices	1,000.00	1,800.00
332 Printing, Other than Office Supplies	1,000.00	3,200.00
340 Insurance		
341 Official Bonds	100.00	100.00
342 Other Insurance	39,000.00	31,000.00
350 Utility Services		
351 Gas	78,000.00	102,000.00
352 Electricity	211,000.00	245,000.00
353 Water	5,000.00	5,000.00
354 Waste Disposal Services	7,000.00	7,000.00
360 Repairs and Maintenance		
361 Buildings and Structures	92,000.00	107,000.00
362 Equipment	127,000.00	100,000.00
370 Rentals		
371 Real Estate	2,000.00	2,400.00
372 Equipment	23,000.00	20,000.00
390 Other		
391 Dues	5,000.00	2,300.00
392 Interest on Temporary Loans	42,000.00	42,000.00
395 Bindery Services	42,000.00	42,000.00
396 Computer Services	68,000.00	63,000.00
397 Photographic Services	3,000.00	3,000.00
Total Other Services and Charges	$ 875,100.00	$ 905,800.00
4 CAPITAL OUTLAYS		
440 Furniture and Equipment	195,550.00	180,850.00
450 Other Capital Outlays		
451 Books		601,000.00
452 Periodicals and Newspapers	875,000.00	172,000.00
453 Nonprinted Materials (Microforms and Audio-visuals)		102,000.00
Total Capital Outlays	$1,070,550.00	$1,055,850.00
GRAND TOTAL	$4,975,000.00	$4,975,000.00

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 11
Requested Action: Receive Report

TWO YEARS OF CHANNEL 10: THE LIBRARY AND PUBLIC ACCESS TELEVISION

Although television activities have been most intense during the past two years, the Allen County Public Library and its predecessor, the Fort Wayne Public Library, have been involved in television-related activities since 1973. The original activity focused on the videotaping of events and scenes of local historical interest which might otherwise have been lost. Between 1973 and 1978, the Library developed a parallel service to provide program tapes for community organizations such as the Stop-Smoking Clinic of the Cancer Society, a law series for the bar association, and a group of 100 story-hour programs which the Library made available to hospitals, nursery schools, and other institutions.

In 1977, when building planning for the addition began, the Library staff and Board believed that service to other groups in the community and Library in-house video activity were sufficiently important to include a television studio in the new wing. At the time, the use of the area for public access television was not contemplated.

The Fort Wayne cable television franchise was awarded in July 1979. The obligation of the cable operator to provide a studio for citizen use and the already developed commitments of the Library brought the Library and Cox Cable Fort Wayne together. The Library entered into a contract with Cox Cable Fort Wayne to provide a public access studio. Cox Cable agreed to support the service at a level of approximately $45,000 per year. Since the Library is a collector and disseminator of information in many forms and a neutral ground not controlled by the cable operator or local government institutions, the arrangement has received widespread community support. All paid staff members in the public access studio are Library employees. The Library is responsible for all operations of the studio until the time the program enters the cable system.

Public access is a concept which works well in the cable television situation. Programs produced for local cable viewing do not require a mass audience to be viable. In 1973 the Federal Communications Commission adopted rules which required cable operators to provide a minimum of five minutes of free channel time and equipment to any person requesting them. Although the rules have softened, the idea of public access remains. Individuals or groups, free to express opinions and information, have access to the means of expressing these opinions and information through the medium of the public access studio. This is the principle on which the public access provision in the Fort Wayne cable franchise and the Library's operation of the Telecommunication Center has rested.

Public access television has been a failure in most places. Lack of commitment on the part of the cable operator and access channel operators has been the major factor in this failure. In Fort Wayne, however, public access has been a spectacular success. In 1981 the Library's Telecommunication Center produced 444 programs. In 1982, 655 programs were produced. This figure places the Telecommunication Center in the top ten, and possibly in the top five, access centers in the nation, on a volume basis. In 1982 225 people attended workshops to learn elements of video production. Many of these people remained as volunteers in the Center. Well over half of all volunteer hours worked in the Library are donated in the Telecommunication Center.

Channel 10 is programmed from 10 a.m. until 12:30 p.m. and 4:30 p.m. until 9 p.m. every Monday through Friday and from 10 a.m. to 3 p.m. on Saturday. At all other hours, Channel 10 bears a message board which community groups may use to transmit information to the community.

The range of public access productions has been large. These have included sporting events, religious programs, panel discussions of all kinds, music, drama, dance, religious programming, and programs aimed at a variety of special audiences.

Although Arbitron ratings have not yet included Channel 10 in their surveys, the general rule is that good access programs draw 1% to 2% of the available audience. In 1982 the channel carried approximately 3000 programs, including reruns and programs produced outside the Center. The average potential audience during the year was about 40,000 persons. If one-half of 1% of those persons were watching Channel 10, about 600,000 contacts with persons in the community over the access channel occurred in 1982. If 2% of the audience was watching Channel 10, 2.4 million contacts with members of the public were made via Channel 10. Many of these persons are not otherwise users of the Library.

Channel 10 has succeeded because of adequate funding, strong institutional support, and a good working relationship with the cable operator. The staff has concentrated on public service rather than financial survival. Professional dedication to quality production has been a staff hallmark. Policies of the Center remove rather than build barriers to use. Volunteers have added thousands of hours of time paid only with free parking. Most of all, the Library as the place where all people are welcome to exchange ideas and information has lured more and more producers into the studio.

The cost of building and operating the studio is not negligible. Financial details are summarized in the table on the next page. We believe that these costs are reasonable, given the amount of service provided to the public as a result.

The first two years of Channel 10 have been a time of rapid growth and change. The next two years will be a time of maturing and steady growth. A more professional "look" for the channel is developing. Many production duties are being done by volunteers, freeing staff members for development of new programs. During 1983 and 1984 we expect to emphasize new sources and types

of programming. The Library will be the subject of more programs, and the studio will also be used for in-house, non-cablecast productions, such as instructional tapes for patrons and staff. We expect to approach many groups and individuals to encourage the development of programs using the Library's production expertise and the co-sponsor's subject knowledge.

What we all thought would be a relatively minor, peripheral activity has become a major public service of the Library. Education, information, entertainment, and cultural enrichment flow as freely through Channel 10 as they do through books.

TELECOMMUNICATION CENTER COSTS

Start-Up 1980-1981

Salaries and benefits	$ 9,730.54
Equipment	102,695.72
Videotape	5,004.10
Consultant services	7,990.00
Total	$125,420.36

Operation 1981

Salaries and benefits	$ 36,095.21
Equipment	33,046.13
Repairs and maintenance	7,241.21
Videotape	4,287.22
Total	$ 80,669.77

Operation 1982

Salaries and benefits	$ 57,417.89
Equipment	1,410.00
Repairs and maintenance	3,965.16
Videotape	14,422.90
Total	$ 77,215.95

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 14
Requested Action: Approval of salaries

At the November 1982 Board meeting, the Board approved both a staffing table for the Library and a list of approved salaries for individual employees. Through an oversight, the salaries for these six employees were not correctly stated in the approved list, although the amounts for the positions occupied by these employees were correctly stated in the authorized staffing table.

We request that you approve the six salaries for the six individuals as set forth below.

Branch and Bookmobile Division

121 Denise Buhr, Georgetown Branch Library, assistant manager, Grade E, $16,288.

Public Services Division

281 Margaret Portolese, Art, Music, and Audiovisual Services, assistant manager, Grade E, $16,288.

301 Rebecca Witcher, Children's Services, assistant manager, Grade E, $16,288.

340 Kay Lynn Isca, Readers' Services, acting manager, Grade E, $16,500.

371 Susan Pallone, Reference Services, assistant manager, Grade E, $16,288.

401 Rosamond Parrish, Young Adults' Services, assistant manager, Grade E, $14,846.

ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

19 January 1983

Mr. Robert J. Delaney, President
Lincoln National Bank and Trust Company
116 East Berry Street
Fort Wayne, Indiana 46802

Dear Bob:

Sealed bids for a temporary loan of $900,000.00 will be received by the Board of Library Trustees of the Allen County Public Library on Thursday 27 January 1983 at 3:00 p.m. in the Board Room of the Main Library, 900 Webster Street, Fort Wayne, Indiana 46802, at which time and place all bids will be opened and publicly read aloud. The temporary loan of $900,000.00 will be for operating expenses for the period 1 February 1983-30 June 1983, inclusive. The Library will borrow the full amount on 1 February 1983 and repay the full principal and interest on 30 June 1983.

The Allen County Public Library will borrow the amount from the bidder submitting the lowest rate of interest on the total amount. Each bidder shall submit an affidavit affirming that no collusion exists between the bidder and any other actual or potential bidder for the loan.

The Board of Library Trustees reserves the right to reject any and all bids; it is not obligated to accept the lowest or any other bid; it may waive formalities in bidding. No bid shall be withdrawn after the opening of bids without the consent of the Board of Library Trustees for a period of 15 days after the date of opening bids.

Each bid should be submitted in a sealed envelope clearly marked "Sealed bid for temporary loan" and addressed to:

Mr. Alan McMahan, President
Board of Library Trustees
Allen County Public Library
900 Webster Street
P.O. Box 2270
Fort Wayne, Indiana 46801

Sincerely,

Rick J. Ashton
Director

ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

19 January 1983

Mr. Jay R. Powell, President
Anthony Wayne Bank
203 East Berry Street
Fort Wayne, Indiana 46802

Dear Jay:

Sealed bids for a temporary loan of $900,000.00 will be received by the Board of Library Trustees of the Allen County Public Library on Thursday 27 January 1983 at 3:00 p.m. in the Board Room of the Main Library, 900 Webster Street, Fort Wayne, Indiana 46802, at which time and place all bids will be opened and publicly read aloud. The temporary loan of $900,000.00 will be for operating expenses for the period 1 February 1983-30 June 1983, inclusive. The Library will borrow the full amount on 1 February 1983 and repay the full principal and interest on 30 June 1983.

The Allen County Public Library will borrow the amount from the bidder submitting the lowest rate of interest on the total amount. Each bidder shall submit an affidavit affirming that no collusion exists between the bidder and any other actual or potential bidder for the loan.

The Board of Library Trustees reserves the right to reject any and all bids; it is not obligated to accept the lowest or any other bid; it may waive formalities in bidding. No bid shall be withdrawn after the opening of bids without the consent of the Board of Library Trustees for a period of 15 days after the date of opening bids.

Each bid should be submitted in a sealed envelope clearly marked "Sealed bid for temporary loan" and addressed to:

Mr. Alan McMahan, President
Board of Library Trustees
Allen County Public Library
900 Webster Street
P.O. Box 2270
Fort Wayne, Indiana 46801

Sincerely,

Rick J. Ashton
Director

RJA/cma

ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

19 January 1983

Mr. Thomas Blume
Executive Vice President
Indiana Bank and Trust Company
915 South Clinton Street
Fort Wayne, Indiana 46802

Dear Tom:

Sealed bids for a temporary loan of $900,000.00 will be received by the Board of Library Trustees of the Allen County Public Library on Thursday 27 January 1983 at 3:00 p.m. in the Board Room of the Main Library, 900 Webster Street, Fort Wayne, Indiana 46802, at which time and place all bids will be opened and publicly read aloud. The temporary loan of $900,000.00 will be for operating expenses for the period 1 February 1983-30 June 1983, inclusive. The Library will borrow the full amount on 1 February 1983 and repay the full principal and interest on 30 June 1983.

The Allen County Public Library will borrow the amount from the bidder submitting the lowest rate of interest on the total amount. Each bidder shall submit an affidavit affirming that no collusion exists between the bidder and any other actual or potential bidder for the loan.

The Board of Library Trustees reserves the right to reject any and all bids; it is not obligated to accept the lowest or any other bid; it may waive formalities in bidding. No bid shall be withdrawn after the opening of bids without the consent of the Board of Library Trustees for a period of 15 days after the date of opening bids.

Each bid should be submitted in a sealed envelope clearly marked "Sealed bid for temporary loan" and addressed to:

Mr. Alan McMahan, President
Board of Library Trustees
Allen County Public Library
900 Webster Street
P.O. Box 2270
Fort Wayne, Indiana 46801

Sincerely,

Rick J. Ashton
Director

RJA/cma

ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

19 January 1983

Mr. Thomas Blume
Executive Vice President
Indiana Bank and Trust Company
915 South Clinton Street
Fort Wayne, Indiana 46802

Dear Tom:

Sealed bids for a temporary loan of $900,000.00 will be received by the Board of Library Trustees of the Allen County Public Library on Thursday 27 January 1983 at 3:00 p.m. in the Board Room of the Main Library, 900 Webster Street, Fort Wayne, Indiana 46802, at which time and place all bids will be opened and publicly read aloud. The temporary loan of $900,000.00 will be for operating expenses for the period 1 February 1983-30 June 1983, inclusive. The Library will borrow the full amount on 1 February 1983 and repay the full principal and interest on 30 June 1983.

The Allen County Public Library will borrow the amount from the bidder submitting the lowest rate of interest on the total amount. Each bidder shall submit an affidavit affirming that no collusion exists between the bidder and any other actual or potential bidder for the loan.

The Board of Library Trustees reserves the right to reject any and all bids; it is not obligated to accept the lowest or any other bid; it may waive formalities in bidding. No bid shall be withdrawn after the opening of bids without the consent of the Board of Library Trustees for a period of 15 days after the date of opening bids.

Each bid should be submitted in a sealed envelope clearly marked "Sealed bid for temporary loan" and addressed to:

Mr. Alan McMahan, President
Board of Library Trustees
Allen County Public Library
900 Webster Street
P.O. Box 2270
Fort Wayne, Indiana 46801

Sincerely,

Rick J. Ashton
Director

RJA/cma

LIBRARY APPROPRIATION RESOLUTION

WHEREAS, It has been determined that it is now necessary to sppropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library; Now, Therefore:

Sec. 1. Be it resolved by the Library Board of the Allen County Public Library, Allen County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the fund herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT REQUESTED	AMOUNT APPROPRIATED
1 PERSONAL SERVICES		
120 Employee Benefits		
124 Employer's Contribution - Group Insurance	3,000.00	3,000.00
TOTAL	$3,000.00	$3,000.00
2 SUPPLIES		
210 Office Supplies		
212 Stationery and Printing	1,000.00	1,000.00
213 Other Office Supplies	3,000.00	3,000.00
220 Operating Supplies		
221 Cleaning and Sanitation Supplies	9,000.00	9,000.00
240 Other Supplies		
241 Videotape	1,000.00	1,000.00
TOTAL	$14,000.00	$14,000.00
3 OTHER SERVICES AND CHARGES		
310 Professional Services		
312 Engineering and Architectural Services	1,000.00	1,000.00
314 Other Professional Services	2,000.00	2,000.00
320 Communication and Transportation		
322 Postage	4,000.00	4,000.00
323 Traveling Expense	4,000.00	4,000.00
324 Professional Meetings	4,000.00	4,000.00
330 Printing and Advertising		
331 Advertising and Publication of Notices	800.00	800.00
332 Printing, Other than Office Supplies	2,200.00	2,200.00
350 Utility Services		
351 Gas	24,000.00	24,000.00
352 Electricity	34,000.00	34,000.00

LIBRARY OPERATING FUND	AMOUNT REQUESTED	AMOUNT APPROPRIATED
360 Repairs and Maintenance		
361 Buildings and Structures	15,000.00	15,000.00
370 Rentals		
371 Real Estate	400.00	400.00
TOTAL	$91,400.00	$91,400.00
GRAND TOTAL	$108,400.00	$108,400.00

Sec. 2. Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND	AMOUNT REQUESTED	AMOUNT REDUCED
1 PERSONAL SERVICES		
110 Salaries and Wages		
112 Salary of Assistants	15,000.00	15,000.00
120 Employee Benefits		
121 Employer's Share - F.I.C.A.	1,000.00	1,000.00
122 Unemployment Compensation	3,000.00	3,000.00
TOTAL	$19,000.00	$19,000.00
2 SUPPLIES		
220 Operating Supplies		
222 Fuel, Oil and Lubricants	14,000.00	14,000.00
TOTAL	$14,000.00	$14,000.00
3 OTHER SERVICES AND CHARGES		
310 Professional Services		
313 Legal Services	3,000.00	3,000.00
320 Communication and Transportation		
321 Telephone and Telegraph	12,000.00	12,000.00
340 Insurance		
342 Other Insurance	8,000.00	8,000.00
360 Repairs and Maintenance		
362 Equipment	27,000.00	27,000.00
370 Rentals		
372 Equipment	3,000.00	3,000.00

LIBRARY OPERATING FUND	AMOUNT REQUESTED	AMOUNT REDUCED
390 Other		
391 Dues	2,700.00	2,700.00
396 Computer Services	5,000.00	5,000.00
TOTAL	$60,700.00	$60,700.00
4 CAPITAL OUTLAYS		
440 Furniture and Equipment	14,700.00	14,700.00
TOTAL	$14,700.00	$14,700.00
GRAND TOTAL	$108,400.00	$108,400.00

Presented to the Allen County Public Library Board, read in full and adopted this 27th day of January, 1983 by the following aye and nay vote.

Nay	Aye
	Eileen Lemon
	Mary Kleckenger
	Dolores Kerr
	Jerald K. Tizian
	Jean McMahan

ATTEST:

Jean McMahan

Secretary of Board of Trustees

C E R T I F I C A T E

I, THE UNDERSIGNED Jean McMahan OF THE ALLEN COUNTY
Secretary
PUBLIC LIBRARY, ALLEN COUNTY, INDIANA, DO HEREBY CERTIFY TO THE AUDITOR OF ALLEN COUNTY THAT THE ATTACHED IS A COMPLETE TRANSCRIPT OF THE PROCEEDINGS HAD WITH RESPECT TO ADDITIONAL APPROPRIATIONS ADOPTED BY THE LIBRARY BOARD OF THE ALLEN COUNTY PUBLIC LIBRARY, ALLEN COUNTY, INDIANA, AT A MEETING HELD ON JANUARY 27, 1983.

DATED THIS 27th DAY OF January, 1983.

ALLEN COUNTY PUBLIC LIBRARY

Jean McMahan
Secretary

Lawyers to study library's parking lot bid issue

The Allen County Public Library Board will seek legal advice about whether a local firm's offer to operate three library parking lots conforms to legal bid specifications.The library staff Thurday recommended that the board award a five-year contract to Light and Breuning Realtors of Fort Wayne to operate library-owned parking lots at Harrison Street and Washington Boulevard, Webster Street and Washington Boulevard and Webster and Wayne streets.

The board delayed action after Bob E. Griggs, Fort Wayne area manager for APCOA, Inc., of Cleveland, objected that advertised solicitations for bids called for a 23-month contract. APCOA, a national parking lot firm, had bid two alternate proposals on the contract, each for 23-month terms. Light and Breuning, which has operated two of the three parking lots since 1968, submitted one bid for a 23-month term in addition to its five-year bid.

Rick J. Ashton, library director, said Thursday the board is not legally obligated to seek bids for contractual services. Although the advertisement for bids specified a 23-month contract, it allowed for alternate bids, he said.

50-percent decrease in financial aid for the 1983-84 fiscal year.

Reagan had proposed cutting the Pell Grant program, an aid program to low-income students, from $2.3 billion

Reagan also had asked Congress for large reductions in State Student Incentive Grants in 1982 and wanted to eliminate them in 1983. Congress

See COLLEGE, back of section.

Students, parents protest Wabash principal's firing

By BECKI WAGONER
Journal-Gazette correspondent

WABASH — Some 600 students, joined by about 20 parents, staged a sit-in Thursday morning at Northfield High School in protest of the firing of principal Tom Miller.

hours, student body President Mandy McCammack said Kasamis listened to their objections but did not really hear them.

Petitions to oust Kasamis began circulating after Wednesday's school board meeting and Kraig Ahlfeld,

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

January 27, 1983

To the Board of Library Trustees:

Rick J. Ashton, Director

RICK J. ASHTON
DIRECTOR

FINES AND MISCELLANEOUS RECEIPTS

DECEMBER 1982

Main Library Fines		$2,233.09
Georgetown Branch Library	966.38	
Hessen Cassel Branch	365.05	
Little Turtle Branch	373.35	
Pontiac Branch	21.32	
Shawnee Branch	283.33	
Tecumseh Branch	278.60	
Waynedale Branch	287.53	
Harlan Branch	20.00	
Monroeville Branch	24.00	
New Haven Branch	152.95	
Bookmobile #1	52.65	
Bookmobile #2	25.00	
Bookmobile #4	18.00	
Bookmobile #7	19.00	2,887.16
Copier Receipts		5,886.77
Parking Lot Receipts (Light)		4,000.00
Parking Lot Receipts (H & W)		2,786.55
Mileage - Ashton		99.60
Telephone Pay Station Commission		19.52
Refund for book		10.00
Allen Superior Court - Restitution		20.00
Old Newspaper Receipts		18.00
Book Bag Receipts		19.00
Subscription Fees		100.00
Books		255.81
Piano Fees		20.00
Pamphlets & Catalogs		21.50
Reserve Postals		27.00
		$18,404.00

APPROVED
Rick J. Ashton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY IMPROVEMENT RESERVE FUND

Public Library Bills January 27, 1983

Grossman, Boeglin, Gehring & Hood	Re: Purchase of Standard Oil property	$306.50

Allen Lanier

Mary Kellinger

Dwain Ba

Jackie K. Tyson

APPROVED

Richard J. Ashton

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills January 27, 1983

Fidelity Sound Products Company	Headsets	$147.77

APPROVED

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills		January 27, 1983
K Mart	Cups, silverware, plates and napkins	13.62
K Mart	Candy canes and crayons	7.17
Performance Designs, Inc.	Workshop for ACPL staff, January 5 & 11, 1983	700.00
		$720.79

Helen Gunman

Mary Kellinger

Susan Ram

Michael K. Tyson

APPROVED

Paula J. Ashton

DIRECTOR

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

21 February 1983

To: All Library Board Members

From: Rick Ashton RJA/cma

Re: 24 February 1983 Regular Board Meeting

The next meeting of the Board of Library Trustees will be on Thursday 24 February at 3:00 p.m. in the Board Room of the Main Library. As you can see from the enclosed material, it will be a busy meeting.

I look forward to seeing you on Thursday 24 February.

RJA/cma

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

21 February 1983

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Thursday, 24 February 1983
3:00 P.M.
Board Room, Main Library, 900 Webster Street, Fort Wayne, Indiana 46802

1. Adoption of the Agenda.

2. Approval of the Minutes of the 27 January 1983 regular Board meeting.

3. Reception of the 31 January 1983 financial report.

4. Opening of bids for supplying blank video tape and audio tape.

5. Report of the Director.
   a. Legislative matters.
   b. Library program activities.
   c. Activities and plans of the Friends of the Allen County Public Library.
   d. Other.

6. Appointment of committees. Mrs. Beaman.

7. Awarding of a contract for operation of Library-owned parking lots.

8. Awarding of contracts for improvements at the New Haven Branch Library.

9. Adoption of a resolution empowering Rick J. Ashton, Director, to sell, assign, or endorse securities on behalf of the Library.

10. Approval of an agreement with Tri-ALSA, the Area Three Library Services Authority.

11. Approval of an agreement with Fort Wayne Cinema Center for spring and summer film festival arrangements.

12. Review of the Five-Year Plan, Goals N, Q.

13. Approval of proposed modifications to the Authorized Staffing Table.

14. Approval of the following salaried appointments:
    Marie Williams, Library production coordinator, Telecommunication Center, Grade E, Position #392, $15,288.
    Margaret Braden, Secretary, Public Services Division, Grade 3, Position #271, $9,391.

15. Approval of payment of the following bills:

Operating Fund	$149,475.92
Gift Fund	4,035.24
Mutual Benefit Life	2,028.76
Blue Cross Hospital Service	5,961.80
United States Postal Service	100.00
Quality Circle Seminar	70.00
PERF-OASI Division	11,822.98

Indiana and Michigan Electric Company	9,704.40
Indiana Employment Security Division	207.00

16. Awarding of a purchase order for video tape and audio tape.

17. Other business.

18. Adjournment.

AGENDA ITEM: 2
Requested Action: Approval

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

24 February 1983

The Board met in regular session in the Board Room of the Allen County Public Library, 900 Webster Street, Fort Wayne, Indiana, at 3:00 p.m. on 24 February 1983. All members were present. Mrs. Beaman presided.

1. Adoption of the Agenda. The Board adopted the Agenda as circulated.
2. Approval of the Minutes of the 27 January 1983 regular Board meeting. The Board approved the Minutes as submitted.
3. Reception of the 31 January 1983 financial report. The Board received the report. Dr. Ashton pointed out the active spending for books, periodicals and newspapers, and nonprinted materials under the new system. Budget item 391 Dues showed a deficit because of the Indiana Library Association dues structure change.
4. Opening of bids for supplying blank video tape and audio tape. Two bids were received from B & J Photo and from Audio-Visual Specialists. The bids were referred to Pamela Bieri for review and recommendation later in the meeting.
5. Report of the Director:
   a. Legislative matters. House Bill 1244, concerning property tax appeals, passed the House at an early date by a vote of 92-4. The bill has been forwarded to the Senate and assigned to the Senate Finance Committee. House Bill 1638 is a new item. This bill removes all non-judicial appointing powers from the circuit court judges in the state. This bill has passed out of the Criminal Courts Committee to the floor of the House.

b. Library program activities. Three major items: Alex Haley will appear on April 12; Betsy Byars will appear April 22 and 23; and the Friends Book Sale will be held May 5, 6, and 7.

c. Activities and plans of the Friends of the Allen County Public Library. The Friends have appointed a committee to meet with the Library Board concerning development of an endowment or foundation for support of the Library.

6. Appointment of committees. Mrs. Beaman appointed the following standing committees for 1983:

Compensation:
Alan McMahan, chairman
Zohrab Tazian
Lu Ann Beaman

Personnel:
Mary Koehlinger, chairman
Rae Gates
Alan McMahan

Insurance:
Zohrab Tazian, chairman
Pat Beers
James Ganaway

Policy:
Pat Beers, chairman
Others as needed for specific tasks

7. Awarding of a contract for operation of Library-owned parking lots. Upon the recommendation of G. Stanley Hood, attorney to the Board, the Board awarded the contract to Light and Breuning Realtors for the 23-month period specified in the advertised specifications.

8. Awarding of contracts for improvements at the New Haven Branch Library. The Board awarded the general contract to Schenkel and Scheele Inc. in the amount of $15,048 and the electrical contract to FAL Electric Company, Inc. in the amount of $5,282.

9. Adoption of a resolution empowering Rick J. Ashton, Director, to sell, assign, or endorse securities on behalf of the Library. The Board adopted the following resolution: "Rick J. Ashton, Director, is hereby authorized to sell, assign, and endorse for transfer, certificates representing stocks, bonds, or other securities now registered or hereafter registered in the name of the Allen County Public Library."

10. Approval of an agreement with Tri-ALSA, the Area Three Library Services Authority. The Board approved the agreement and authorized the President to sign it.

11. Approval of an agreement with Fort Wayne Cinema Center for spring and summer film festival arrangements. The Board approved the additional dates May through August with all other terms of the agreement between the Library and the Cinema Center to apply.

12. Review of the Five-Year Plan, Goals N-Q. Dr. Ashton reviewed this material with the Board. Goal N has been developed. Goals O and P were completed in 1982.

13. Approval of proposed modifications to the Authorized Staffing Table. The recommended revisions reflect the changing nature of the work in the Technical Services Division and the staffing pattern necessary to accomplish this work. The Board approved the modifications to the proposed Authorized Staffing Table.

14. Approval of the following salaried appointments:

    Marie Williams, Library production coordinator, Telecommunication Center, Grade E, Position #392, $15,288.
    Margaret Braden, Secretary, Public Services Division, Grade 3, Position #271, $9,391.

    The Board approved the two salaried appointments.

15. Approval of payment of the following bills:

Operating Fund	$149,475.92
Gift Fund	4,035.24
Mutual Benefit Life	2,028.76
Blue Cross Hospital Service	5,961.80
United States Postal Service	100.00
Quality Circle Seminar	70.00
PERF-OASI Division	11,822.98
Indiana and Michigan Electric Company	9,704.40
Indiana Employment Security Division	207.00

The Board approved the bills for payment.

16. Awarding of a purchase order for video tape and audio tape. The Board accepted the recommendation of the staff and awarded the purchase to Audio-Visual Specialists for four items:

Sony KCA 30	$4,314.00
Sony KCA 60	4,166.00
Sony KCS 20	675.84
Maxell C-60	75.00
	$9,230.84

17. Other business. The Board authorized the President to sign the contract for the Major Urban Resource Libraries grant.

18. Adjournment. The Board adjourned.

AGENDA ITEM: 5a
Requested Action: Receive report

LEGISLATIVE UPDATE

As of 21 February, this is the report on two major legislative items affecting public libraries. House Bill 1244, the corrective amendments to the public library property tax appeals law, passed the House at an early date by a vote of 92-4. The bill has been forwarded to the Senate and assigned to the Senate Finance Committee. Senator Elmer MacDonald of Fort Wayne is one of the official sponsors of the bill. It is important that the Senate Finance Committee Chairman, Senator Lawrence Borst, know that people around the state want him to hold a hearing and call for a vote on the bill. If this step can be taken successfully, I believe that the bill will go forward through the Senate successfully. This bill is very important to the Allen County Public Library. If it does not pass, we will have a budget reduction in 1984 of about $600,000.

House Bill 1638 is a new item, not initiated by the libraries, but of great interest. This bill removes all non-judicial appointing powers from the circuit court judges in the state. At present, the circuit court judge appoints three members of the Board of Library Trustees of the Allen County Public Library. As it is now drafted, the appointment structure of the Library Board would be as follows: two members appointed by the Fort Wayne Community Schools Board; one member appointed by the three presidents of the three other school boards, acting jointly; one member appointed by the Board of County Commissioners; one member appointed by the County Council; one member appointed by the Mayor of Fort Wayne; one member appointed by the Fort Wayne City Council. This bill has passed out of the Criminal Courts Committee to the floor of the House. Board members should let their representatives know their opinions and wishes concerning this bill.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

24 February 1983

COMMITTEE ASSIGNMENTS

Compensation:
- Alan McMahan, chairman
- Zohrab Tazian
- Lu Ann Beaman

Personnel:
- Mary Koehlinger, chairman
- Rae Gates
- Alan McMahan

Insurance:
- Zohrab Tazian, chairman
- Pat Beers
- James Ganaway

Policy:
- Pat Beers, chairman
- Others as needed for specific tasks.

AGENDA ITEM: 7
Requested Action: Awarding of contract

PARKING LOT CONTRACT RECOMMENDATION

At the January meeting of the Board of Library Trustees, the staff recommended that a contract be awarded to Light and Breuning Realtors for a period of five years, based on a comparison of the proposals submitted by Light and Breuning Realtors and APCOA, Inc., in response to advertised specifications. In response to questions raised at the meeting, the Board tabled action on the staff recommendation, pending legal advice.

The legal advice has been secured. G. Stanley Hood, attorney to the Board, has reviewed all the documents and relevant statutes. His recommendation is that the Board award a contract to Light and Breuning Realtors for the 23-month period specified in the advertised specifications. Because of delays in this action, the operative period is now 22 months, 1 March 1983-31 December 1984.

The staff concurs in this recommendation. This will satisfy all conditions of the specifications and provide income of $145,383.33 to the Library during the period of the contract.

AGENDA ITEM: 9
Requested Action: Approval of resolution

AUTHORIZATION TO ASSIGN, SELL, OR ENDORSE SECURITIES

This issue has arisen as the result of a gift of securities to the Allen County Public Library. The donor has specifically requested that the Library sell the securities, so that the sales value of the securities may support a charitable contribution tax deduction.

In attempting to carry out the wishes of the donor, I have learned that securities firms require official authorization for me to do this activity.

A simple resolution is needed: "Rick J. Ashton, Director, is hereby authorized to sell, assign, and endorse for transfer, certificates representing stocks, bonds, or other securities now registered or hereafter registered in the name of the Allen County Public Library."

This action also raises a policy question which the Board may wish to consider. Should it be the policy of the Allen County Public Library to sell immediately any securities received as gifts? Or should the Allen County Public Library hold certain securities? The recent action and interest of the Friends of the Allen County Public Library in the area of establishment of a foundation or endowment also bears on this question.

AGENDA ITEM: 10
Requested Action: Approval

AGREEMENT

This agreement, made this 24th day of February, 1983, by and between the Area Three Area Library Services Authority hereinafter referred to as "Tri-ALSA" and the Allen County Public Library, hereinafter referred to as "Library."

RECITALS

The Library hereby agrees to provide Tri-ALSA with certain office space and certain services for the purpose of Tri-ALSA's carrying on its work as an area library services authority. The said space and services shall be made available at the Library's facilities at 900 Webster Street, Fort Wayne, Indiana.

In consideration for said office space and those services enumerated herein, Tri-ALSA agrees to make monthly payments to said Library and to pay all expenses enumerated herein. Tri-ALSA further agrees to adhere to and abide by the operating policies of the Library at all times.

TERM AND RENEWAL

This agreement is to run for a term of seven (7) months from 1 March 1983 to and including 30 September 1983. The agreement shall be renewable only upon such terms as are acceptable to both parties.

SPACE

The Library agrees to furnish Tri-ALSA with approximately 600 square feet of office space in the sub-basement of the building. The Library agrees to furnish

PAYMENTS AND CHARGES

For rental of space and use of the Library collection, Tri-ALSA shall pay to the Library the sum of $485 monthly, due and payable on the first day of every month during the term of this contract.

For use of the OCLC terminal, Tri-ALSA shall pay to the Library $86.50 per month, due and payable on the first day of every month during the term of this contract.

For use of Library photocopying machines, Tri-ALSA shall pay the Library 5¢ per copy. For use of Tri-ALSA photocopying machines, the Library shall pay Tri-ALSA 5¢ per copy. The two parties shall make payment for copies at the end of every month during the term of this contract.

IN WITNESS WHEREOF, on the date set forth above, the following parties have caused this agreement to be executed.

Lu Ann Beaman

Lu Ann Beaman, President
Board of Library Trustees
Allen County Public Library

Michael T. Sheets

Michael T. Sheets, President
Area Three Area Library Services
Authority

AGENDA ITEM: 10
Requested Action: Approval

AGREEMENT

This agreement, made this 24th day of February, 1983, by and between the Area Three Area Library Services Authority hereinafter referred to as "Tri-ALSA" and the Allen County Public Library, hereinafter referred to as "Library."

RECITALS

The Library hereby agrees to provide Tri-ALSA with certain office space and certain services for the purpose of Tri-ALSA's carrying on its work as an area library services authority. The said space and services shall be made available at the Library's facilities at 900 Webster Street, Fort Wayne, Indiana.

In consideration for said office space and those services enumerated herein, Tri-ALSA agrees to make monthly payments to said Library and to pay all expenses enumerated herein. Tri-ALSA further agrees to adhere to and abide by the operating policies of the Library at all times.

TERM AND RENEWAL

This agreement is to run for a term of seven (7) months from 1 March 1983 to and including 30 September 1983. The agreement shall be renewable only upon such terms as are acceptable to both parties.

SPACE

The Library agrees to furnish Tri-ALSA with approximately 600 square feet of office space in the sub-basement of the building. The Library agrees to furnish

a minimum amount of office furniture for this space. The Library agrees to permit Tri-ALSA staff access to this space during the same hours when the Library building is open for Library staff access. The Library agrees to provide necessary heat, light, cooling, ventilation, security, maintenance, housekeeping, necessary to the conduct of Tri-ALSA's business.

TELEPHONE

The Library agrees to permit the installation of necessary telephones in the Tri-ALSA office area. Installation shall be at Tri-ALSA's expense. Operation of these telephones shall be at Tri-ALSA's expense.

USE OF LIBRARY COLLECTION

The Library agrees to give Tri-ALSA access to the Library's entire collection of books and other library materials, for the purpose of making inter-library loans and providing information in response to reference questions. Access to and use of the Library's collection will be subject to the normal rules and operating procedures of the Library. The Library also agrees to provide access to the OCLC terminal located in the Reference Department for the purpose of bibliographic searching. Use of this terminal shall be restricted to those hours when the Library is not open to the public.

OTHER SERVICES

The Library agrees to provide to Tri-ALSA use of Library photocopying machines. Tri-ALSA also agrees to permit Library use of Tri-ALSA photocopying equipment. The Library agrees to deliver mail and United Parcel packages to and from appropriate depots for Tri-ALSA.

PAYMENTS AND CHARGES

For rental of space and use of the Library collection, Tri-ALSA shall pay to the Library the sum of $485 monthly, due and payable on the first day of every month during the term of this contract.

For use of the OCLC terminal, Tri-ALSA shall pay to the Library $86.50 per month, due and payable on the first day of every month during the term of this contract.

For use of Library photocopying machines, Tri-ALSA shall pay the Library 5¢ per copy. For use of Tri-ALSA photocopying machines, the Library shall pay Tri-ALSA 5¢ per copy. The two parties shall make payment for copies at the end of every month during the term of this contract.

IN WITNESS WHEREOF, on the date set forth above, the following parties have caused this agreement to be executed.

Lu Ann Beaman

Lu Ann Beaman, President
Board of Library Trustees
Allen County Public Library

Michael T. Sheets, President
Area Three Area Library Services
Authority

CERTIFICATE OF RESOLUTION

I, Alan McMahan, do hereby certify that I am the Secretary
(Type Name)
of the Allen County Public Library, a municipal corporation duly organized and existing under and by virtue of the Laws of the State of Indiana;

I further certify that a regular/~~special~~ meeting of the members of the Board of said municipal corporation, duly called held and convened in conformity with the Charter and By Laws of said municipal corporation, on the 24th day of February, 19 83, a quorum being present and voting thereon, the following resolution was duly adopted, to-wit:

1. Approval of the grant by Allen County Public Library
(Board)

2. Rick J. Ashton and Jacqueline Belschner are hereby authorized to execute the grant for and on behalf of Allen County
(Board)
Public Library.

I further certify that the foregoing resolution is a full, true, and complete copy as the same appears of record in the Minute Record Book of said municipal corporation of which I am the legal custodian; that the same has not been altered, amended or repealed and is now in full force and effect.

In Witness Whereof, I have hereunto set my hand for said municipal corporation this 8th day of March, 19 83.

Alan McMahan
(Signature Secretary
Alan McMahan

State of Indiana)
) SS:
County of Allen)

Subscribed and Sworn to before me, a Notary Public this 8th day of March, 19 83.

Jacqueline June Belschner
(Signature) Notary Public

Jacqueline June Belschner
Printed Name

My Commission Expires: May 11, 1984

County of Residence: Allen

AGENDA ITEM: 11
Requested Action: Approval of Addendum to Agreement

The Allen County Public Library and the Fort Wayne Cinema Center signed an agreement in August 1982 for Fort Wayne Cinema Center use of Library meeting rooms for the purpose of public film showings. The dates approved under the agreement extend through Saturday 30 April 1983.

The Cinema Center has requested additional dates for film festival showings for the months May through August as follows:

14 and 15 May
10 and 11 June
8, 9, and 10 July
12, 13, and 14 August

I propose that the Board approve these additional dates, with all other terms of the agreement between the Library and the Cinema Center to apply.

AGENDA ITEM: 13
Requested Action: Approval

To: The Board of Library Trustees

From: Rick J. Ashton and Charlene P. Holly

Re: Proposed Changes in the Authorized Staffing Table

We request that the following modifications be made in the Authorized Staffing Table. The recommended revisions reflect the changing nature of the work in the Technical Services Division and the staffing pattern necessary to accomplish this work.

1. Cataloging Services

DELETE

#555	Clerk	Grade 3	40 hours	1 FTE $9391	(now occupied)

Processing Services

ADD

#586	Clerk/ Typist	Grade 3	40 hours	1 FTE $9391	(to be filled from #555)

2. Processing Services

DELETE

#581	Grade 3	20 hours	.5 FTE $4690	(now vacant)
#585	Grade 2	21 hours	.5 FTE $4586	(now vacant)

Cataloging Services

ADD

#556	Grade 4	32 hours	.8 FTE $9169	(to be hired)

The deletion of position #555 from Cataloging Services and the addition of position #586 to Processing Services represents a personnel shift. The advent of OCLC makes the position in Cataloging Services unnecessary whereas Processing Services needs the skills of a clerk/typist to support its work.

Position #556 will be filled by a skilled clerical person whose chief responsibilities at this time will be to catalog fiction, do juvenile copy cataloging, and update OCLC files. The deletion of positions #581 and #585 will allow the creation of this position at a net annual savings of $107.

GRANT FOR SUPERVISION OF LOCAL AGENCIES

UNDER LIBRARY SERVICES AND CONSTRUCTION ACT AS AMENDED

THIS AGREEMENT, made and executed this 24th day of February, 19 83 by and between Indiana State Library, herein referred to as State, and Allen County Public Library, Grantee, whose address is 900 Webster St., Fort Wayne, IN 46802

WITNESSETH THAT:

WHEREAS, The Congress of the United States has enacted the Library Services and Construction Amendments to assist the States in the extension and improvement of public library services in areas of the States which are without such services or in which such services are inadequate, in the improvement of such other State Library services as library services for physically handicapped, institutionalized and disadvantaged persons, in strengthening State Library administrative agencies; in promoting interlibrary cooperation among all types of libraries, and in strengthening major urban resource libraries;

WHEREAS, by the terms of section 6 of the Act any State desiring to receive its allotment for any purpose under this Act for any fiscal year shall (1) have in effect for such fiscal year a basic State plan which shall provide for the administration, or supervision of the administration, of the programs authorized by this Act by the State Library administrative agency; and (2) submit an annual program describing the specific activities to be carried out annually for which allotments are desired;

WHEREAS, it is the wish and intent of the parties to this agreement that the Grantee administer certain functions, hereinafter described, as part of the required State plan to be developed by the State, and,

WHEREAS, the Grantee will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), and the regulations thereunder, to the end that, no person in the United States shall, on the grounds of race, color, or national origin be excluded

from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant received Federal financial assistance.

WHEREAS, the Grantee will comply with Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683) and the regulations thereunder, to the end that, no person in the United States shall, on the basis of sex, be excluded from participation under any education program or activity receiving Federal financial assistance.

WHEREAS, the Grantee will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the regulations thereunder, to the end that, no otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

WHEREAS, the Grantee will comply with the Age Discrimination Act (42 U.S.C. 6101 et seq.) and the regulations thereunder, to the end that, no person in the United States shall be discriminated against on the basis of age in programs or activities receiving Federal financial assistance. Pursuant to IC 22-9-1-10 the Grantee, and its subcontractors if any, shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Grant, with respect to his hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of his race, religion, color, sex, handicap, national origin or ancestry. Breach of this covenant may be regarded as a material breach of Grant.

INDEMNIFICATION: The Grantee agrees to idemnify, defend and hold harmless the State of Indiana, and its agents, officers, and employees from all claims and suits including court costs, attorney's fees, and other expenses, caused by any act or omission of the Grantee and/or subcontractors, if any.

WHEREAS, this Grant is authorized pursuant to IC 5-19-1, IC 4-23-7.1 and other laws pertaining to local and district library systems including inter alia, IC 1971, 20-13-1; 20-13-6.

NOW THEREFORE, it is mutually understood and agreed that the Grantee will administer the following described functions under the State plan:

To utilize funds received from this grant for the purpose of strengthening the Allen County Public Library as a major urban resource library for meeting the demands of individual users (including libraries) throughout its regional Tri-ALSA area. The library will make its collection available for interlibrary loan use and permit in-house reference use of its collection by the general public within its regional area. This grant in the amount of $11,220 is to cover the period from October 1, 1982 to September 30, 1983, depending upon the availability of Library Services and Construction Act funds.

IT IS FURTHER mutually understood and agreed that the administration of the above-described program will be supervised by the State, and that such supervision will be exercised as follows:

1. By requiring submission of reports at reasonable intervals from Grantee.
2. By requiring submission of lists of equipment or other property purchased by Grantee pursuant to this Grant.
3. By requiring consultation with State Library personnel by Grantee.

AND IT IS FURTHER mutually understood and agreed that the State may furnish consultant service, advisory services and money grants in such sums as may be determined by the State.

AND IT IS FURTHER mutually understood and agreed that any funds paid under the Library Services and Construction Act which have been lost or diverted from the purpose for which they were paid will be refunded to the State.

AND IT IS FURTHER mutually understood and agreed that demonstration budget plans will be reviewed every six months, and that any balance which has accumulated because of unavoidable delays in putting the attached plan into operation will be deducted from the funds to be paid for the operation of the plan in the next six-month period; or, if in the determination of the State, the expenditure of the accumulated balance is needed to meet a condition not foreseen at the inauguration of the plan, the balance will be added to the funds to be paid in the following six-month period. Any unobligated balances at the end of the project period are to be returned to the State.

AND IT IS FURTHER mutually understood and agreed that the Grantee shall comply with the reasonable supervisory requirements of the State as described above and with all other provisions of this Grant; and for breach in any material respect, Any property acquired hereunder shall revert to the State.

IN WITNESS WHEREOF, Indiana State Library and Allen County Public Library, 900 Webster St., Fort Wayne, IN 46802 have caused this agreement to be executed this 24th day of February, 1983.

Indiana State Library

by Charles Ray Ewick

Director - Charles Ray Ewick

Grantee: Allen County Public Library
(Type Name)

by Rick J. Ashton
Director or Board member

by [illegible]
President

Rick J. Ashton
(Type Name)

Lu Ann Beaman
(Type Name)

Date 24 February 1983

Date 24 February 1983

Linley E. Pearson,
Attorney General of Indiana James W. Nugent, Deputy
3-31-83

THIS INSTRUMENT PREPARED BY: Kathleen Diehl, LSCA Fiscal Coordinator, Extension Division, Indiana State Library.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

February 24, 1983

To the Board of Library Trustees:

Rick J. Ashton, Director

RICK J. ASHTON
DIRECTOR

FINES AND MISCELLANEOUS RECEIPTS

JANUARY 1983

Main Library Fines		$2,248.45
Georgetown Branch Library	981.86	
Hessen Cassel Branch	382.00	
Little Turtle Branch	422.30	
Pontiac Branch	5.55	
Shawnee Branch	320.25	
Tecumseh Branch	285.75	
Waynedale Branch	328.34	
Harlan Branch	15.00	
Monroeville Branch	29.00	
New Haven Branch	45.00	
Woodburn Branch	78.75	
Bookmobile #1	39.40	
Bookmobile #2	55.00	
Bookmobile #4	39.55	
Bookmobile #7	11.00	3,038.75
Rent (Tri-Alsa)		300.00
Rent (Downtown Service Center Jan. & Feb.)		2,000.00
Copier Receipts		7,174.50
Parking Lot Receipts (Light)		2,000.00
Parking Lot Receipts (H & W)		3,858.88
Allen Superior Court Restitution		179.90
Video Tapes		104.00
Old Newspaper Receipts		10.75
Subscription Refund		9.00
Snyder Dist. Co. Commission		45.20
Telephone Pay Station Commission		49.91
Allen County Genealogical Society (Printing)		35.00
Mileage - Ashton		164.40
Nitz Distributors Commission		6.86
Book Bag Receipts		35.00
Subscription Fees		200.00
Books		218.93
Piano Fees		30.00
Reserve Postals		28.00
Pamphlets		32.00
		$21,769.53

APPROVED
Rick J. Ashton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills — February 24, 1983

Borg-Warner Educational Systems	9 System 80 machines	$2,748.21
Butler Paper Company	White Beckett Cover, 9x12 white envelopes, Gray Nekoosa Offset	1,272.03
Rebecca Witcher	MacDonald's juice for the Laura Ingalls Wilder Day festivities	15.00
		$4,035.24

Eve Galle

Carl Bess

Dean McMahan

Lu Ann Beaman

Mary Koehlinger

Gabriel K. Tassian

James V. Gandarapp

APPROVED

Bill J. Ashton

DIRECTOR

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

21 March 1983

To: All Library Board Members

From: Rick Ashton RJA/cma

Re: 24 March 1983 Regular Board Meeting

The Board of Library Trustees will meet in the Board Room of the Main Library at 3:00 p.m. on Thursday 24 March. The enclosed materials are for your use in preparing for the meeting.

I look forward to seeing you on Thursday.

RJA/cma

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
24 March 1983
3:00 p.m.
Board Room, Main Library, 900 Webster Street, Fort Wayne, IN 46802

1. Adoption of the agenda.

2. Approval of the Minutes of the 24 February 1983 regular Board meeting.

3. Reception of the 28 February 1983 financial report.

4. Report of the Director.
   a. Up-to-the-minute legislative report.
   b. Frugal Month.
   c. Major Urban Resource Libraries grant and Reciprocal Borrowing grant.
   d. New Haven Branch Library renovation progress.
   e. Indiana Library Association/Indiana Library Trustee Association annual conference.
   f. Other.

5. Adoption of a resolution to advertise for an additional appropriation.

6. Adoption of a resolution to establish a brokerage account with Merrill Lynch.

7. Review of Five-Year Plan, Goals R, S, T, V.

8. Discussion of next steps in long-range planning.

9. Appointment of a committee to develop a proposal for an endowment or foundation.

10. Approval of proposed changes to the Authorized Staffing Table.

11. Approval of payment of the following bills:

Operating Fund	$136,254.93
LSCA-Reciprocal Borrowing Fund	2,267.00
Gift Fund	574.81
Blue Cross Hospital Service	5,918.20
Mutual Benefit Life	2,012.44
United States Postal Service	100.00
United States Postal Service	3,000.00
Shelbyville-Shelby Co. Public Library	12.00
PERF-OASI Division	12,163.03
Indiana and Michigan Electric Co.	8,996.03
Indiana Employment Security Divison	241.00
Indiana University Alumni Association	20.00

12. Other business.

13. Adjournment.

Following adjournment: A brief tour of the Fred J. Reynolds Historic Genealogy Collection.

AGENDA ITEM: 2
Requested Action: Approval

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

24 MARCH 1983

The Board met in regular session in the Board Room of the Allen County Public Library, 900 Webster Street, Fort Wayne, Indiana, at 3:00 p.m. on 24 March 1983. Members present: Mrs. Lu Ann Beaman, Mrs. Mary Koehlinger, Mrs. Rae Gates, Mr. James Ganaway, Mr. Alan McMahan, Mr. Zohrab Tazian. Mrs. Beaman presided.

1. Adoption of the agenda. The Board adopted the agenda as circulated, with the addition of an item under Item 12, Other Business: Approval of lease with S and V Liquors, Inc.
2. Approval of the Minutes of the 24 February 1983 regular Board meeting. The Board approved the Minutes as submitted.
3. Reception of the 28 February 1983 financial report. The Board received the report as submitted.
4. Report of the Director.
    a. Up-to-the-minute legislative report. Dr. Ashton distributed copies of a report describing the status of several bills affecting public libraries in the current session of the Indiana Legislature.
    b. Frugal month. Dr. Ashton described the month-long integrated program activity relating to inexpensive and money-saving ideas and information from the Library.
    c. Major Urban Resource Libraries grant and Reciprocal Borrowing grant. Dr. Ashton informed the Board that the Library has received two federal grants through programs administered by the Indiana State Library. The Major Urban Resource Libraries

grant is for $11,220. The Reciprocal Borrowing Program grant is for $2267.

d. New Haven Branch Library renovation progress. Partition work, duct work, rough plumbing, and rough electric work have been completed. Selection of carpet, paint, tile, and finishes has been completed. Work on the entire project is expected to be completed by 1 May 1983.

e. Indiana Library Association/Indiana Library Trustee Association annual conference. Dr. Ashton encouraged Board members to attend all or part of the conference to be held in South Bend on 5, 6, and 7 May.

f. Other. Dr. Ashton reminded the Board of the following upcoming events: the appearance of Alex Haley on 12 April; the appearance of Betsy Byars on 22-23 April; National Library Week 18-24 April.

5. Adoption of a resolution to advertise for an additional appropriation. The Board adopted the resolution as presented.

6. Adoption of a resolution to establish a brokerage account with Merrill Lynch. The Board adopted the resolution as presented and appended to these Minutes.

The Board also made the following policy decision: Policy on Sale or Trade of Securities. Any transaction in the sale or trade of Library-owned securities shall require specific authorization by the Board of Library Trustees.

7. Review of Five-Year Plan, Goals R, S, T, V. The Board reviewed the relevant material.

8. Discussion of next steps in long-range planning. After discussion, the Board adopted the following resolution: The Board of Library Trustees of the Allen County Public Library adopts the Five-Year Plan as presented by the staff. The Board and the staff will use the plan as a guide to strategic activity during the next four years. The Board directs the staff to make a semi-annual report on the status of implementation of the plan.

9. Appointment of a committee to develop a proposal for an endowment or foundation. Mrs. Beaman appointed Mr. McMahan as chairman of a committee to meet with representatives of the Friends of the Allen County Public Library to develop plans and proposals for a foundation or endowment for the Library. She also appointed Mrs. Gates to the committee and encouraged the joint committee to seek whatever additional outside assistance it may require.

10. Approval of proposed changes to the authorized staffing table. The Board approved the changes as proposed.

11. Approval of payment of the following bills.

Operating Fund	$136,254.93
LSCA-Reciprocal Borrowing Fund	2,267.00
Gift Fund	574.81
Blue Cross Hospital Service	5,918.20
Mutual Benefit Life	2,012.44
United States Postal Service	100.00
United States Postal Service	3,000.00
Shelbyville-Shelby Co. Public Library	12.00
PERF-OASI Division	12,163.03
Indiana and Michigan Electric Co.	8,996.03
Indiana Employment Security Division	241.00
Indiana University Alumni Association	20.00

The Board approved payment of the bills.

12. Other business. Approval of a lease with S and V Liquors, Inc. The Board approved the proposed lease for shared use of the driveway and parking space west of the Tecumseh Branch Library building with S and V Liquors, Inc.

13. Adjournment. The Board adjourned.

Following adjournment, the Board toured the Fred J. Reynolds Historic Genealogy Collection, led by Michael Clegg, reference librarian in the department.

96 1704 675-04692

ALLEN COUNTY PUBLIC LIBRARY
ATT RICK ASHTON
P. O. BOX 2270
FORT WAYNE IN 46801

CORPORATION AUTHORIZATION
FOR CASH ACCOUNTS

STENCIL HERE

TO: MERRILL LYNCH PIERCE FENNER & SMITH INC.

BE IT RESOLVED: That this corporation, The Allen County Public Library

be, and it hereby is, authorized and empowered to open and maintain an account with MERRILL LYNCH PIERCE FENNER & SMITH INC., and its successors, by merger, consolidation or otherwise, and assigns, hereinafter called the brokers, for the purchase and sale of stocks, bonds, options, or securities, on exchanges of which the brokers are members or otherwise, and that any of the officers hereinafter named be, and he hereby is, authorized to give written or verbal instructions by telephone, or telegraph, or otherwise, to the brokers to buy or sell stocks, bonds, options, or securities, either for immediate or future delivery and, if he deems proper to secure payment therefor with property of this corporation; and he shall at all times have authority in every way to bind and obligate this corporation for the carrying out of any contract, arrangement or transaction which shall, for or on behalf of this corporation, be entered into or made with or through the brokers; and that the brokers are authorized to receive from this corporation, checks and drafts drawn upon the funds of this corporation by any officer or employee of this corporation, and to apply the same to the credit of this corporation or to its account with said brokers and the said brokers are authorized to receive from said officer(s) or from any other officer or employee of this corporation, stocks, bonds, options, or securities for the account of this corporation with said brokers; said brokers are further authorized to accept instructions from any officer herein named as to the delivery of stocks, bonds, options, or securities from the account of this corporation and at his direction to cause certificates of stocks, bonds, options, or securities held in said account to be transferred to the name of any officer hereinafter named or of this corporation in the discretion of said officer; and delivery to any such officer of such stocks, bonds, options, or securities, issued as directed by him, shall be deemed delivery to this corporation; and any such officer shall have the fullest authority at all times with reference to any transaction deemed by him to be proper to make or enter into for or on behalf of this corporation with the brokers or others. All confirmations, notices and demands upon this corporation may be delivered by the brokers verbally or in writing, or by telegraph, or by telephone to any such officer and he is authorized to empower any person, or persons, that he deems proper, at any time, or times, to do any and all things that he is hereinbefore authorized to do. That this resolution shall be and remain in full force and effect until written notice of the revocation hereof shall be delivered to the brokers. The officer(s) herein referred to are named as follows, to-wit:

(1) Rick J. Ashton, Director

(2)

I, Alan McMahan, Secretary of Board of Library Trustees, Allen County Public Library hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly passed and adopted by the unanimous vote of the Board of Directors of said company at a meeting thereof duly called and held at the office of said company on the 24th day of March 19 83, at which meeting all directors were present and voting; that said resolution appears in the minutes of said meeting, and that the same has not been rescinded or modified and is now in full force and effect.

I further certify that said corporation is duly organized and existing, and has the power to take the action called for by the foregoing resolution.

Alan McMahan
Secretary

SEAL

AGENDA ITEM: 4e

1983 ANNUAL CONFERENCE PRE-REGISTRATION

INDIANA LIBRARY ASSOCIATION AND INDIANA LIBRARY ASSOCIATION TRUSTEE MAY 5-6-7, 1983 CENTURY CENTER, SOUTH BEND

*Enclosed is the form to be used for pre-registration for the conference and to order all meal tickets. Meals and programs are open to all conference participants. Separate registration is required for the Women in Indiana Libraries Division workshop, "The Woman Manager," $42.00 fee (see pre-registration form). A separate form or facsimile must be used for each person registering. Spouses are requested to register. No conference fee is charged for spouses; however, all meal tickets must be purchased.

*Make checks and money orders payable to the Indiana Library Association and mail by April 22, 1983 to:

ILA/ILTA Executive Office
1100 West 42nd Street
Indianapolis, IN 46208

*Please double check all totals sent for conference expenses. It is difficult to issue refunds, and underpayment requires return of all registrations covered by the same payment.

*All tickets, badges and conference programs must be picked up at the registration desk in the upper lobby of the Century Center as you arrive. Receipts for registration fees and meal expenses in the amount of remittance will also be provided at that time.

*No refunds for cancellations will be made after April 29, 1983.

*Hotel reservation cards should be mailed directly to Convention and Visitors Bureau, P.O. Box 1677, South Bend, Indiana 46634.

*Parking: Municipal lot and parking garage adjacent to Century Center.

Preliminary Program

Thursday and Friday -	Registration in upper lobby, 7 a.m.-7 p.m. Exhibits open in Great Hall, 9 a.m.-5 p.m. Snack Bar, Great Hall, 8:30 - 11 a.m. Cash Bar, Great Hall, 11 a.m. - 4:30 p.m.

Thursday, May 5

9 - 10 A.M.	Library Automation and Technology Division business meeting
9 - 11:30 a.m.	Technical Services Division, Microcomputers for Beginners with display
9:30 - 11:30 a.m.	Library Assistants and Technicians Divisions, COLT representative on the status of library technicians Division on Women in Indiana Libraries, Status of Women - Career Patterns, Kathleen M. Heim, Champaign, Ill. Legislative Committee business meeting
10 - 11 a.m.	Constitution and Bylaws Committee, ILA Membership Hearing
10 - 11:15 a.m.	Library Education and College and University Divisions, Public Relations in Library Schools and Libraries panel discussion
11:15 a.m.	Library Education Division business meeting College and University Division business meeting
Noon - 2 p.m.	Library Education/College & University Divisions luncheon, Improved Public Relations, Kenneth A. Beckley, IU-PUI Director of University Relations
Noon-1:45 p.m.	All Conference Luncheon - Community Service and Reference Divisions - User Fees, Henry Shearouse Jr., city librarian for Denver Public Library

2 - 3:30 p.m.	Technical Services Division business meeting; **Automated Authority Control**, Arlene Taylor Dowell, University of Chicago
	Community Service/Reference discussion groups: **Public, Academic and Special Libraries**
2 - 4 p.m.	Publications Board Open Forum and business meeting
	Library Assistants and Technicians, **Careers - the future in libraries for support staff, panel discussion**
	Scholarship and loan committee meeting
	Division on Women, **Feminist Literature**, speaker to be announced
	College and University Division tours of St. Mary's and University of Notre Dame libraries; Dr. David Kaser, speaker.
4 - 5 p.m.	Reference Division business meeting
4 - 5:30 p.m.	All-conference legislative workshop
4 - 6 p.m.	Library Automation and Technology Division/INCOLSA - **ABC's of an On-Line Catalog**, combined workshop
6 - 7 p.m.	Happy Hour
7 - 9 p.m.	All Conference Awards and Honors Banquet, Wyn Wade, South Bend author, speaker

Friday, May 6

7:30 a.m.	Small Libraries Division breakfast, dramatic interpretation, Dr. Donald C. Manlove, Indiana University, speaker
8:30 - 11:45 a.m.	Government Documents Division, **Business Applications of Government Documents, State Plan**, and business meeting.
9 - 4:30 p.m.	**The Woman Manager Seminar**, Dr. Beverlee Anderson, Dayton, Ohio; Division of Women in Indiana Libraries (preregistration required)
9 - 10:30 a.m.	Children and Young People's Division, **Story Telling Workshop**, George Shannon, children's author
9:30 - 11:30 a.m.	Library Assistants and Technicians Division, **Stress Management**, speaker to be announced
	Audiovisual Division, **Independent Films**, Don Roberts, speaker
10 - 11:50 a.m.	Junior Members Round Table, **Personal Computers**, Patti Kirk, MISSCO, speaker
10 - 11:30 a.m.	Technical Services Division, **Quality Control at OCLC**, Richard Greene, speaker
10:45 - 11:45 a.m.	Bookmobile interest group/Community Services Division, "The Many Hats of the Outreach Worker," Carol Rickert, Arlington Heights, Ill., and Wynne Weiss, Des Plaines, Ill., speakers
11 - noon	State Library Update, C. Ray Ewick
noon - 1:30 p.m.	All Conference Luncheon - Children's and Young People's Division - *Eats* - **Children and Poetry**, Arnold Adoff, poet and anthologist, speaker
1:30 - 3 p.m.	Public Relations Committee Open Communications Workshop
1:30 - 3 p.m.	ILTA, Governance and Librarian, Linda Bell, consultant/trainer for Carver Governance Design, speaking
2 - 3:30 p.m.	Technical Services Division, **Serials Cataloging**, Michael Gorman, Champaign, Ill., speaker
2 - 4 p.m.	Library Assistants and Technicians, Supervisory Techniques, speaker to be announced
	Audiovisual Division, **Kids-and-Video**, Dana Burton, Monroe County, speaker
3 - 5 p.m.	Intellectual Freedom Committee, **Fahrenheit 451 - Book Censorship in the '80s**, drama and discussion, IPFW Department of Communications
3:30 - 4:30 p.m.	Legislative Network Coordinators business meeting
5 - 6 p.m.	Happy Hour
6 p.m.	Dinner and ILA business meeting, legislative update
	ILTA business meeting following dinner
8:30 - ?	**Las Vegas Night** - games, prizes, entertainment - from the Ways and Means Committee

Saturday, May 7

7 a.m. - 10 a.m.	Registration
8:30 a.m.	ILTA Breakfast, **Policy and the ALTA WILL - A Step Beyond**, Linda Bell, Carver Governance Design, Columbus
9 a.m.	**The Woman Manager Seminar**, Division of Women in Indiana Libraries (preregistration required)
10 a.m.	Friends of Indiana Libraries Idea Exchange
10 a.m.	"A Suit-Able Image - A More Practiced Approach to the Idea of Dressing for Success," Ellie Pulikonda, Kokomo
10 - Noon	ILTA discussion groups: Effective Board Meetings, Hands-On Policy Writing. (will be repeated in second hour.)

ILA/ILTA 1983 Annual Conference Registration Form

Name_____

Mailing Address_____

City_____ Zip_____

Telephone_____ Representing_____

Spouse_____ (if attending)

(Complimentary registration is provided to spouses of ILA/ILTA members.)

(Check one)
_____Librarian/Staff
_____Trustee
_____Student
_____Friends of Libraries
_____Other

Pre-registration Rates

(Please check the appropriate space and fill in the amount paid in the last column)

	Member	Non-member	Amount
_____Full Convention (Thursday, Friday, Saturday)	$25	$50	_____
_____Daily Rate, please check day(s) attending _____Thursday _____Friday _____Saturday	$15	$30	_____

Registration fees at the convention (on-site registration) will be $50 for the full convention for members and non-members alike. The daily fee will be $30 per day.

Please note: Library Trustees are members of ILTA provided the annual dues is paid by the library.

There is a special registration rate of $15 for the entire convention or any portion for the following special circumstances:

_____Full-time Students _____ILA Retirees _____Unemployed

Meal Registration

Listed below are the conference meals. Please indicate which breakfasts, luncheons and dinners you plan to attend and include with your registration fee the cost of the meals.

		Vegetarian
Thursday, May 5		
_____Reference & Community Services Divisions Luncheon	$ 8.00	_____
_____College & University Division Luncheon	8.00	_____
_____All Conference Banquet	13.00	_____
Friday, May 6		
_____Small Libraries Breakfast	5.75	
_____Children & Young People's Division Luncheon	8.00	_____
_____All Conference Banquet (includes admission to evening's entertainment)	15.00	(Same Menu)
Saturday, May 7		
_____ILTA Breakfast	5.75	_____

Vegetarian meals are available at every meal but you must indicate it on the meal registration in order that a county may be given for each meal. Please check the right-hand column if you desire a vegetarian meal. Vegetarian meals are the same price as regular meals.

Women in Indiana Libraries Division workshop: The Woman Manager $42.00

_____Friday, May 6, 9:00 AM-4:30 PM
_____Saturday, May 7, 9:00 AM-4:30 PM
(Indicate 1st and 2nd choice for workshop day.)

(Fee includes lunch)

Total Payment

Make checks payable to: Indiana Library Association
Mail to: ILA/ILTA Executive Office
1100 West 42nd Street
Indianapolis, IN 46208

Registration Fee $_____

Total Meal Fees $_____

"The Woman Manager" $_____
Total Enclosed $_____

Pre-registration Deadline: April 22, 1983

Indiana Library Association
1100 W. 42nd Street
Indianapolis, IN.46208

Nonprofit Org.
U.S. Postage

PAID
Indianapolis,IN.
Permit No. 6253

1983 CONFERENCE
REGISTRATION
PRELIMINARY PROGRAM

Richard Ashton
Allen Co. Public Library
P.O. Box 2270
Fort Wayne IN 46801

AGENDA ITEM: 5
Requested Action: Adoption of resolution

PROPOSED RESOLUTION TO ADVERTISE FOR AN ADDITIONAL APPROPRIATION

Several items of additional revenue have become available to the Library in the early months of 1983. We propose to appropriate these amounts for expenditure in lines 451, ~~452~~, and ~~453~~, Books, Periodicals, and Other Library Materials. The revenue amounts are as follows:

Operating Fund	
Additional Parking Income	$25,000.00
Additional Tri-ALSA Rent	1,295.00
Gift Book Fund	605.04
Reciprocal Borrowing Grant	2,267.00
Major Urban Resource Libraries Grant	11,220.00
TOTAL	$40,387.04

After newspaper advertising, the formal resolution of appropriation will be prepared for adoption at the April Board meeting.

CORPORATION AUTHORIZATION
FOR CASH ACCOUNTS

STENCIL HERE

1334 675-04692

ALLEN COUNTY PUBLIC LIBRARY
ATT RICK ASHTON
P. O. BOX 2270
FORT WAYNE IN 46801

TO: MERRILL LYNCH PIERCE FENNER & SMITH INC.

BE IT RESOLVED: That this corporation, The Allen County Public Library

be, and it hereby is, authorized and empowered to open and maintain an account with MERRILL LYNCH PIERCE FENNER & SMITH INC., and its successors, by merger, consolidation or otherwise, and assigns, hereinafter called the brokers, for the purchase and sale of stocks, bonds, options, or securities, on exchanges of which the brokers are members or otherwise, and that any of the officers hereinafter named be, and he hereby is, authorized to give written or verbal instructions by telephone, or telegraph, or otherwise, to the brokers to buy or sell stocks, bonds, options, or securities, either for immediate or future delivery and, if he deems proper to secure payment therefor with property of this corporation; and he shall at all times have authority in every way to bind and obligate this corporation for the carrying out of any contract, arrangement or transaction which shall, for or on behalf of this corporation, be entered into or made with or through the brokers; and that the brokers are authorized to receive from this corporation, checks and drafts drawn upon the funds of this corporation by any officer or employee of this corporation, and to apply the same to the credit of this corporation or to its account with said brokers and the said brokers are authorized to receive from said officer(s) or from any other officer or employee of this corporation, stocks, bonds, options, or securities for the account of this corporation with said brokers; said brokers are further authorized to accept instructions from any officer herein named as to the delivery of stocks, bonds, options, or securities from the account of this corporation and at his direction to cause certificates of stocks, bonds, options, or securities held in said account to be transferred to the name of any officer hereinafter named or of this corporation in the discretion of said officer; and delivery to any such officer of such stocks, bonds, options, or securities, issued as directed by him, shall be deemed delivery to this corporation; and any such officer shall have the fullest authority at all times with reference to any transaction deemed by him to be proper to make or enter into for or on behalf of this corporation with the brokers or others. All confirmations, notices and demands upon this corporation may be delivered by the brokers verbally or in writing, or by telegraph, or by telephone to any such officer and he is authorized to empower any person, or persons, that he deems proper, at any time, or times, to do any and all things that he is hereinbefore authorized to do. That this resolution shall be and remain in full force and effect until written notice of the revocation hereof shall be delivered to the brokers. The officer(s) herein referred to are named as follows, to-wit:

(1) Rick J. Ashton, Director

(2)

I, Alan McMahan, Secretary of Board of Library Trustees, Allen County Public Library

hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly passed and adopted by the unanimous vote of the Board of Directors of said company at a meeting thereof duly called and held at the office of said company on the 24th day of March 19 83, at which meeting all directors were present and voting; that said resolution appears in the minutes of said meeting, and that the same has not been rescinded or modified and is now in full force and effect.

I further certify that said corporation is duly organized and existing, and has the power to take the action called for by the foregoing resolution.

Secretary

SEAL

AGENDA ITEM: 10
Requested Action: Approval of changes

Housekeeping Services

DELETE

#471	Supervisor	Grade 4	40 hours	1 FTE	$12,012

ADD

#478	Lead house-keeper	Grade 3	40 hours	1 FTE	$ 9,391

The recommended revision reflects an internal organizational need in the Housekeeping Services area. This revision will allow Housekeeping Services to continue its present program at an annual savings of $2,875.

Here is the public library legislative update, as of the afternoon of Thursday 24 March.

Public records legislation, House Bill 1082 and Senate Bill 40, has been passed in both houses, containing amendments which exempt from the scope of open public records legislation "library records which can be used to identify any library patron." This legislation awaits conference committee action.

Public library property tax appeal bill, House Bill 1244, is the most important library legislation of this session. It has passed the House and the Senate. Minor amendments require that it go back to the House for concurrence.

Recodification of public library/library services authorities law, House Bill 1454. This recodification, not initiated by the library community, is designed to delete obsolete and ambiguous language and clarify existing sections of the law. This bill has passed both houses and has gone back to the house of origin for concurrence on amendments. It now awaits the signature of Governor Orr.

Library housekeeping legislation, House Bill 1746. This customary byproduct of a recodification project has several good features. It abolishes the use of claim forms for libraries, permits libraries to pay interviewing and moving expenses, and makes numerous technical changes which will allow the ALSAs and INCOLSA to function more effectively. This bill has passed the House and the Senate. It also must go back to the House for concurrence.

Removal of non-judicial appointments from circuit court judges, House Bill 1638. This bill as originally introduced would change the appointing structure by which many library board members are appointed. An amendment introduced and adopted on the floor of the House removed libraries from the provisions of the bill. The bill passed through the Senate Governmental Affairs Committee without amendment to this section. It too is awaiting Senate floor action. If the bill passes in its present form, library board appointment structures will not be affected. However, the potential for revision and amendment remains.

Funding for ALSAs, INCOLSA, public library distribution, and Indiana State Library. The state budget as passed by the House of Representatives and Senate contains no increases in funding for the ALSAs, INCOLSA, or public library aid. Only a small annual increase is proposed for the Indiana State Library.

Local option income tax, House Bill 1394. A new tax measure, with something for every local government unit in every locality, passed the House. It received rather rough treatment by the Senate Finance Committee, whose proposed bill does not very closely resemble the original. Both the House and Senate versions of the bill do provide small amounts of money for public libraries, but the amounts do not compare with the important funding in the public library tax appeals under House Bill 1244.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

March 24, 1983

To the Board of Library Trustees:

RICK J. ASHTON
DIRECTOR

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

FEBRUARY 1983

Main Library Fines		$2,204.43
Georgetown Branch Library	962.71	
Hessen Cassel Branch	355.20	
Little Turtle Branch	357.65	
Pontiac Branch	17.85	
Shawnee Branch	388.31	
Tecumseh Branch	288.70	
Waynedale Branch	311.91	
Harlan Branch	25.00	
Monroeville Branch	26.00	
New Haven Branch	157.65	
Woodburn Branch	54.60	
Bookmobile #2	63.60	
Bookmobile #4	22.50	
Bookmobile #7	10.00	3,041.68
Rent (Tri-Alsa Feb. & Mar.)		785.00
Rent (Downtown Service Center Mar.)		1,000.00
Copier Receipts		6,758.92
Parking Lot Receipts (Light & Breuning)		1,000.00
Parking Lot Receipts (H & W)		2,523.20
Allen County Genealogical Soc. Refund		9.00
Old Newspaper Receipts		9.50
Snyder Dist. Co. Commission		14.90
Mileage - Ashton		52.80
Piano Fee		10.00
Subscription Fees		160.00
Book Bag Receipts		37.00
Books		107.90
Reserve Postals		30.00
Pamphlets & Catalogs		40.00
		$17,784.33

APPROVED
Rick J. Ashton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

March 24, 1983

To the Board of Library Trustees:

RICK J. ASHTON
DIRECTOR

Rick J. Ashton, Director

SUNDRY EXPENDITURES JANUARY 4 - MARCH 15, 1983

Jan. 4	Keys	231	2.10
5	Fan blade for drinking fountain	233	2.60
10	Pens	213	1.45
13	Punch	223	4.50
Feb.13	Fish food	223	1.52
18	Postage	322	4.99
22	Bid forms	211	10.00
24	Contact paper	213	3.15
Mar. 2	Postage	322	2.98
3	Parking	323	2.50
			$35.79

APPROVED
Rick J. Ashton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills		March 24, 1983
BYU Press Business Office	Books	$487.36
Frank's Nursery & Crafts, Inc.	Crafts	11.09
United Supply Co., Inc.	Kites	51.00
Universal Merchandise Co. Inc.	Kites, puzzles, twine, pads and art paper	25.36
		$574.81

APPROVED

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LSCA - RECIPROCAL BORROWING FUND

Public Library Bills March 24, 1983

Baker & Taylor Company	Books	$2,267.00

Rae Yates

Mary Kellinger

Sylvia Pearson

Gerald K. Tegen

Dean McRehan

James H. Kinney Jr.

APPROVED

Paul J. Arlton

DIRECTOR

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

25 April 1983

MEMO

To: All Board of Library Trustees Members

From: Rick J. Ashton Rick Ashton/cma

Re: 28 April Board Meeting

The Board of Library Trustees of the Allen County Public Library will meet in regular session on Thursday 28 April at 3:00 p.m. at the Tecumseh Branch Library, 1411 East State Boulevard, Fort Wayne, Indiana 46805. Because of the serious illness of my mother, I may be absent from the meeting. If I am absent, other Library staff members will be present, prepared to assist you with the meeting.

RJA/cma

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
00 WEBSTER STREET
ORT WAYNE, INDIANA
6802: (219) 424-7241
AILING ADDRESS: BOX 2270
ORT WAYNE, INDIANA 46801

Rick J. Ashton
director

25 April 1983

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
28 April 1983
3:00 p.m.
Tecumseh Branch Library, 1411 East State Boulevard, Fort Wayne, Indiana 46805

1. Adoption of the agenda.

2. Approval of the Minutes of the 24 March 1983 regular Board meeting.

3. Reception of the financial report of 31 March 1983.

4. Public hearing on proposed and advertised additional appropriations.

5. Adoption of additional appropriations resolutions.

6. Report of the Director.
   A. Indiana legislation.
   B. Federal legislative developments.
   C. National Library Week wrap-up: Alex Haley and Betsy Byars.
   D. Energy management cost savings report.
   E. Other.

7. Adoption of a plan for public service on Saturdays during the summer months.

8. Approval of application for distribution of state funds to public libraries.

9. Adoption of the report and recommendations of the Personnel Committee concerning Affirmative Action policy and policies on attendance, leaves of absence, and ending employment.

10. Approval of policy agreement with Polaroid Corporation for the "Check This Out" camera loan program.

11. Approval of proposed changes to authorized staffing table.

12. Approval of the following salaried appointments:
    Ellen Marie Sprunger, Public Information Services, Grade 3, Position #261, $9,391.

    Rickey Spallone, Maintenance, Grade 3, Position #503, $9,391.

13. Approval of payment of the following bills:

Operating Fund	$129,648.03
Library Improvement Reserve Fund	12,697.82
Gift Fund	1,135.54
Greuninger Travel Service	284.00
Blue Cross Hospital Service	5,963.80
Mutual Benefit Life	2,028.68
Indiana Library Association	1,061.50
PERF-OASI Division	12,216.15
PERF	13,153.89
Indiana & Michigan Electric Co.	9,584.34

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

25 April 1983

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
28 April 1983
3:00 p.m.
Tecumseh Branch Library, 1411 East State Boulevard, Fort Wayne, Indiana 46805

1. Adoption of the agenda.

2. Approval of the Minutes of the 24 March 1983 regular Board meeting.

3. Reception of the financial report of 31 March 1983.

4. Public hearing on proposed and advertised additional appropriations.

5. Adoption of additional appropriations resolutions.

6. Report of the Director.
   A. Indiana legislation.
   B. Federal legislative developments.
   C. National Library Week wrap-up: Alex Haley and Betsy Byars.
   D. Energy management cost savings report.
   E. Other.

7. Adoption of a plan for public service on Saturdays during the summer months.

8. Approval of application for distribution of state funds to public libraries.

9. Adoption of the report and recommendations of the Personnel Committee concerning Affirmative Action policy and policies on attendance, leaves of absence, and ending employment.

10. Approval of policy agreement with Polaroid Corporation for the "Check This Out" camera loan program.

11. Approval of proposed changes to authorized staffing table.

12. Approval of the following salaried appointments:
    Ellen Marie Sprunger, Public Information Services, Grade 3, Position #261, $9,391.

    Rickey Spallone, Maintenance, Grade 3, Position #503, $9,391.

13. Approval of payment of the following bills:

Operating Fund	$129,648.03
Library Improvement Reserve Fund	12,697.82
Gift Fund	1,135.54
Greuninger Travel Service	284.00
Blue Cross Hospital Service	5,963.80
Mutual Benefit Life	2,028.68
Indiana Library Association	1,061.50
PERF-OASI Division	12,216.15
PERF	13,153.89
Indiana & Michigan Electric Co.	9,584.34

Indiana Employment Security Division	251.35
CAPGGR (NFLCP Spring Conference)	130.00
Indiana University-Purdue University at Fort Wayne	258.00
Blue Cross Hospital Service	5,918.20

14. Other business.

15. Adjournment.

AGENDA ITEM 2
Requested Action: Approval

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

28 April 1983

The Board met in regular session at the Tecumseh Branch Library at 3:00 p.m. on 28 April 1983. Members present: Mrs. Lu Ann Beaman, Mrs. Mary Koehlinger, Mrs. Rae Gates, Mrs. Patricia Beers, Mr. Zohrab Tazian. Mrs. Beaman presided.

1. The Board adopted the Agenda as circulated, with the addition of an item under #14, Other Business: Approval of a warranty deed with Scott's Food Land, transferring a small parcel of land.
2. The Board approved the Minutes of the 24 March 1983 regular Board meeting as circulated.
3. The Board received the financial report of 31 March 1983.
4. Mrs. Beaman convened a public hearing on the proposed and advertised additional appropriations. No member of the public came forward to speak on the matter. Mrs. Beaman closed the hearing.
5. The Board adopted the additional appropriations resolutions as proposed and as attached to these Minutes.
6. Report of the Director.

    A. Indiana legislation. Steven Fortriede reported that the library property tax appeal legislation and the law concerning appointment of library board members had passed the Indiana General Assembly at the end of the session. Interpretation of the law concerning library board appointments will be necessary, as the legislation as written is ambiguous.

B. Federal legislative developments. Luana Stanley reported that Rick Ashton and others from Indiana had attended the National Legislative Day in Washington sponsored by the American Library Association. Indiana legislators and their assistants indicate a strong support in Congress for continued funding of the Library Services and Construction Act and other federal library programs, at steady-state levels.

C. National Library Week wrap-up: Alex Haley and Betsy Byars. Gail Milne reported on the highly successful visits of these two authors to Fort Wayne. In response, the Board approved a letter to be communicated to the Friends of the Allen County Public Library, thanking them for sponsoring these visits. The letter is appended to these Minutes.

D. Energy management cost savings report. Robert Hart reported on the cost avoidance achieved by the Library through use of the newly-installed Johnson Controls energy management system at the Main Library and the Hessen Cassel Branch Library.

E. Other. Gail Milne invited all Board members to attend the Volunteer Recognition Night on 24 May. Rick Ashton reminded Board members of the Indiana Library Association/Indiana Library Trustee Association state meeting in South Bend on 5-7 May. Sheldon Kaye and Steve Fortriede reported on the use of the Library by the public during the first three months of 1983.

7. Adoption of a plan for public service on Saturdays during summer months. The Board adopted the following plan for summer Saturday service beginning 4 June 1983 and continuing through 4 September 1983:

Main Library: 9 a.m. to 6 p.m.

Georgetown Branch Library: 9 a.m. to 6 p.m.

Shawnee Branch Library: 9 a.m. to 6 p.m.

All other locations: Closed.

8. Approval of application for distribution of state funds to public libraries. The Board approved the application and forwarded it to the State Board of Tax commissioners.

9. Adoption of the report and recommendations of the Personnel Committee concerning affirmative action policy, and policies on attendance, leaves of absence, and ending employment. The Board approved the Personnel Committee recommendations, with the amendments proposed by the Personnel Committee. In addition, the Personnel Committee recommended that the Board approve an application for Library membership in the Fort Wayne Community Schools Employees Federal Credit Union. The Board approved the application.

10. Approval of policy agreement with Polaroid Corporation for the "Check This Out" camera loan program. The Board approved the agreement as proposed.

11. Approval of proposed changes to authorized staffing table. The Board approved the changes as proposed.

12. Approval of the following salaried appointments:

    Ellen Marie Sprunger, Public Information Services, Grade 3, #261, $9391.
    Rickey Spallone, Maintenance, Grade 3, #503, $9391.

    The Board approved the appointments as proposed.

13. Approval of payment of the following bills:

Operating Fund	$129,648.03
Library Improvement Reserve Fund	12,697.82
Gift Fund	1,135.54
Greuninger Travel Service	284.00
Blue Cross Hospital Service	5,963.80
Mutual Benefit Life	2,028.68
Indiana Library Association	1,061.50
PERF-OASI Division	12,216.15
PERF	13,153.89
Indiana and Michigan Electric Co.	9,584.34
Indiana Employment Security Division	251.35

CAPGGR (NFLCP Spring Conference)	130.00
Indiana University-Purdue University at Fort Wayne	258.00
Blue Cross Hospital Service	5,918.20

The Board approved payment of the bills.

14. Other business. Approval of a warranty deed to Scott's Food Land. The Board approved a warranty deed to Scott's Food Land for 4.5 inches of ground on the boundary of the property of the Tecumseh Branch Library on East State Boulevard, as set forth in detail in the warranty deed, for a consideration of $1. This action was taken to give Scott's Food Land a clear title to the land upon which their building sits.

15. Adjournment. The Board adjourned.

LIBRARY APPROPRIATION RESOLUTION

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library; Now, Therefore:

Sec. 1. Be it resolved by the Library Board of the Allen County Public Library, Allen County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the fund herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT REQUESTED	AMOUNT APPROPRIATED
4 Capital Outlays		
450 Other Capital Outlays		
451 Books	$26,295.00	$26,295.00

Presented to the Allen County Public Library Board, read in full and adopted this 28th day of April, 1983, by the following aye and nay vote.

Aye	Nay
Jackie H. Jeffries	
Barbara Lehman	
Ron Gatz	
Pat Bias	
Mary Shellenberger	
Peder McMahan	

ATTEST:

Dean McMahan

Secretary, Library Board

LIBRARY APPROPRIATION RESOLUTION

WHEREAS, It has been determined that it is now necessary to appropriate money: Now, Therefore:

Sec. 1. Be it resolved by the Library Board of the Allen County Public Library, Allen County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the fund herein named and for the purposes herein specified, subject to the laws governing the same:

GIFT BOOK FUND	AMOUNT REQUESTED	AMOUNT APPROPRIATED
Books	$605.04	$605.04

Presented to the Allen County Public Library Board, read in full and adopted this 28th day of April, 1983, by the following aye and nay vote.

Aye	Nay
Joshua K. Fryer	
Sylvia Bowman	
Rae Yates	
Ted Berry	
Mary Kellinger	
Helen McKehan	

ATTEST:

Helen McKehan

Secretary, Library Board

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

28 April 1983

To the Friends of the Allen County Public Library

On behalf of the entire community, we thank you and commend you for bringing Alex Haley and Betsy Byars to Fort Wayne. The attention which they brought to the Library was most gratifying and most supportive of the Library.

Your public spirit and generosity are an inspiration to the people of Fort Wayne and Allen County.

Adopted by the Board of Library Trustees of the Allen County Public Library 28 April 1983

Lu Ann Beaman, president
Zohrab Tazian, Vice-President
Alan McMahan, Secretary
Mary Koehlinger, Treasurer
Rae Gates
Patricia Beers
James Ganaway

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 5
Requested Action: Approval of Additional Appropriations

At the March meeting the Board of Library Trustees approved a resolution to advertise for additional appropriations. The total amounts to be appropriated are set forth in the attached draft resolutions. The additional revenue for the operating fund appropriation comes from additional unanticipated parking revenue and additional unanticipated rent from the occupancy agreement with Tri-ALSA. The appropriation from the Gift Book Fund is intended to clean out a small, inactive fund. The amount appropriated is the total balance in the fund. Future gifts of cash for books will be placed in the Gift Fund, which can be used much more flexibly.

The entire appropriated amounts are for the purchase of books for the Library collection.

RJA/cma

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATION

Notice is hereby given the taxpayers of Allen County Public Library, Allen County, Indiana, that the proper legal officers of said municipal corporation at their meeting place, Tecumseh Branch Library, 1411 E. State, Fort Wayne, Indiana at 3:00 o'clock p.m. on the 28th day of April, 1983, will consider the following additional appropriation.

GIFT BOOK FUND	$605.04

Taxpayers appearing st such meeting shall have a right to be heard thereon. The additional appropriation as finally made will be referred to the State Board of Tax Commissioners, which Board, upon receipt, will hold a further hearing within fifteen days at the county auditor's office of Allen County, Indiana, or at such other place as may be designated. At such hearing, taxpayers objecting to any of such additional appropriation may be heard. Interested taxpayers may inquire of the county auditor when and where such hearing will be held.

Lu Ann Beaman
President, Allen County Public
Library Board

April 16, 23, 1983

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATION

Notice is hereby given the taxpayers of Allen County Public Library, Allen County, Indiana, that the proper legal officers of said municipal corporation at their meeting place, Tecumseh Branch Library, 1411 E. State, Fort Wayne, Indiana at 3:00 o'clock p.m. on the 28th day of April, 1983, will consider the following additional appropriation in excess of the budget for the current year.

OPERATING FUND	AMOUNT
4 Capital Outlays	
450 Other Capital Outlays	
451 Books	$26,295.00

These appropriations are made from additional receipts.

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriations as finally made will be referred to the State Board of Tax Commissioners, which Board, upon receipt, will hold a further hearing within fifteen days at the county auditor's office of Allen County, Indiana, or at such other place as may be designated. At such hearing, taxpayers objecting to any of such additional appropriations may be heard. Interested taxpayers may inquire of the county auditor when and where such hearing will be held.

Lu Ann Beaman
President, Allen County Public
Library Board

April 16, 23, 1983

AGENDA ITEM 6D
Requested Action: Report

*T*A*B*S COST AVOIDANCE SUMMARY
JOHNSON CONTROLS, MILWAUKEE WIS.

CUSTOMER

NAME: ALLEN COUNTY PUBLIC LIBRARY
BUILDING: MAIN BRANCH
LOCATION: 900 S WEBSTER STREET
FORT WAYNE, IN 46802

ENERGY SUPPLIERS

ELEC: INDIANA & MICHIGAN ELECTRIC CO
GAS: NORTHERN INDIANA PUBLIC SERVICE CO
OIL: NONE
STEAM: NONE
OTHER: NONE

	OCCUPIED SQUARE FEET	AVERAGE TEMPERATURE
THIS PERIOD:	180,000	31.5
BASE PERIOD:	180,000	18.3

CURRENT PERIOD: YEAR TO DATE, 1/1/83 -> 3/1/83

VS

BASE PERIOD: YEAR TO DATE, 1/1/82 -> 3/1/82

SUMMARY OF SAVINGS PER SQ. FT. FOR PERIOD

UNITS	UNITS USED: BASE (ACTUAL)	UNITS USED: BASE (ADJUSTED)	UNITS USED: CURRENT	UNITS SAVED
BTU PER SQ. FT.	39,833	33,827	26,065	7,761
COST PER SQ. FT.		$ 0.2215	$ 0.1794	$ 0.0421

**** TOTAL SAVINGS THIS PERIOD $7,577 YEAR TO DATE $7,577 ****

ENERGY TYPE	BTU PER UNIT	COST PER UNIT @	UNITS USED: BASE	UNITS USED: CURRENT	TOTAL ENERGY: BASE	TOTAL ENERGY: CURRENT *	TOTAL COST: BASE	TOTAL COST: CURRENT
ELEC:	3,412	$ 0.0416	506,479	449,856	1,728	1,534	$21,089	$18,700
GAS:	1,030	$ 0.0044	4,233,818	3,065,000	4,360	3,156	$18,783	$13,594
OIL:								
STEAM:								
OTHER:								
				TOTAL:	6,088	4,691	$39,872	$32,294

(@): INCLUDES DEMAND, FUEL ADJUSTMENT, AND TAXES.
(*): ENERGY IN MILLIONS OF BTUS.

SUMMARY PRINTED FOR: KEN SCHELL - BUILDING ENGR.

SUMMARY YEAR-TO-DATE PUBLIC SERVICES DIVISION AS OF MARCH 1983

ITEM	TOTAL	PS	B&S	ML	AMAV	B&T	CS	GC	GOV DOCS	RS	REF	TB	TELE	YAS
CIRC STOCK	2565717	2091519	474198	0	118101	107856	337728	0	676433	519706	235987	21815	2	73891
REF STOCK	481419	452045	29374	0	31	35407	355	193185	50847	0	168018	20	0	4202
BOOK CIRC YT	476657	174182	302475	127276	0	0	37382	0	0	0	86	7438	0	0
OTHER CIRC Y	48523	34474	14049	4661	25649	0	3514	0	359	0	0	231	60	0
TOTAL CIRC Y	525180	208656	316524	131937	25649	0	40896	0	359	0	86	9669	60	0
% +/- YTD	0.34	0.41	0.29	0.38	0.39	0.00	0.36	0.00	0.00	0.00	0.00	0.21	0.00	0.00
REF ANS YTD	62938	58497	4441	1330	2631	16812	3519	5698	7687	3658	10331	548	0	6293
% +/- YTD	1.08	1.09	0.94	0.53	0.00	1.46	0.66	0.00	0.56	0.00	0.19	0.00	0.00	0.37
PGM ATTEN YT	11280	4601	6679	483	106	0	2302	175	12	167	0	39	83	1234
% +/- YTD	0.32	0.25	0.37	0.00	-0.93	0.00	0.42	0.00	0.00	0.00	0.00	0.00	0.00	1.00
PSU'S YTD	787230	414627	372603	136479	44567	33936	50627	76879	15791	8244	23587	10800	328	13391
% +/- YTD	0.41	0.67	0.22	0.40	0.59	1.48	0.62	0.99	0.60	0.00	0.36	0.35	0.72	0.41
CIRC/FTE-HR	10.97	7.42	16.03	15.05	9.11	0.00	16.39	0.00	0.17	0.00	0.03	9.44	0.02	0.00
REF/FTE-HR	1.31	2.08	0.22	*	0.93	7.01	1.41	1.08	3.63	0.96	3.41	0.54	0.00	2.46
PSU'S/FTE-HR	16.45	14.75	18.86	*	15.83	14.14	20.29	14.59	7.45	2.16	7.78	10.55	0.13	5.25
TURNOVER CIR	1.27	0.65	2.88	0.85	0.94	0.00	0.48	*	0.00	0.00	*	1.73	*	0.00
TURNOVER REF	0.52	0.52	0.60	*	339.48	1.90	39.65	0.12	0.60	*	0.25	109.60	*	5.79

REGISTRATION	144061	CIRC/CAPITA	7.14REF/CAPITA	0.86DEST/CIRC	2.37
% REGISTERED	6.49	CIRC REGIS	14.58PSU'S CAPITA	10.70DEST/PSU	1.58

SUMMARY YEAR-TO-DATE BRANCH&BOOKMOBILES DIVISION MARCH 1983

ITEM	B&S	BES	HAPLAW	HE	LT	MO	NB	POST	SHAW	TEC	WC	WO	BKM 1	BKM 2	BKM 4	BKM 5	BKM 7
CIRC STOCK	474198	71532	10849	77522	59715	14953	14718	30128	77003	44516	48120	11668	3566	2688	3397	2723	2487
REF STOCK	29374	13045	1425	3050	4743	347	390	680	2598	772	1743	368	0	0	0	0	0
BOOK CIRC YT	302475	76232	7227	26175	36726	6664	12912	4270	28157	20510	27103	6173	13577	10525	9017	8691	5921
OTHER CIRC Y	14049	2786	231	1885	1834	874	1057	408	1722	1400	1481	368	3	0	0	0	0
TOTAL CIRC Y	316524	79018	7458	31064	38154	7538	13969	4678	29879	21910	28584	6541	13580	10525	9017	8691	5921
% +/- YTD	0.29	0.38	0.39	0.20	0.31	0.48	0.63	-0.07	0.21	0.34	0.39	0.13	0.10	0.16	0.34	0.69	0.46
REF ANS YTD	4441	857	41	842	410	363	243	328	288	677	301	37	0	8	0	0	0
% +/- YTD	0.94	0.10	0.00	0.27	3.45	4.11	0.50	0.48	0.00	0.00	0.17	0.00	0.00	0.00	0.00	0.00	0.00
PGM ATTEN YT	6679	2041	258	943	529	170	134	981	416	163	898	146	0	0	0	0	0
% +/- YTD	0.37	0.19	6.17	2.01	5.61	-0.01	-0.14	-0.20	1.42	1.81	0.37	-0.53	0.00	0.00	0.00	0.00	0.00
PSU'S YTD	372603	82381	7687	33553	39290	8369	14544	5902	34172	23409	29759	6690	13570	10541	9017	8691	5945
% +/- YTD	0.22	0.28	0.43	0.21	0.34	0.57	0.62	0.04	0.24	-0.43	0.39	0.12	0.10	0.16	0.34	0.69	0.45
CIRC FTE-HR	16.03	26.11	14.23	14.28	15.66	9.38	10.72	4.64	14.15	16.40	14.79	12.25	26.52	20.56	17.61	16.97	11.56
REF FTE-HR	0.22	0.30	0.05	0.39	0.17	0.45	0.19	0.33	0.14	0.51	0.16	0.07	0.00	0.02	0.00	0.00	0.00
PSU'S FTE-HR	15.86	27.22	14.67	15.42	16.13	10.41	11.16	5.58	14.76	17.52	15.49	12.52	26.54	20.59	17.61	16.97	11.61
TURNOVER CIR	2.38	5.06	2.28	1.83	2.77	1.34	7.61	0.61	1.59	2.02	2.98	2.12	15.24	15.66	10.82	12.72	5.55
TURNOVER REF	0.20	0.25	0.11	1.10	0.33	4.18	2.49	1.93	0.44	3.51	0.68	0.40	*	*	*	*	*

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 7
Requested Action: Approval of Plan

In the past the hours of service to the public from locations of the Allen County Public Library on Saturdays during the summer have been very limited and rather ineffective. The Main Library and large branch libraries have been open from 9 a.m. to 12 Noon on Saturdays during the summer for many years. The smaller branch libraries have sometimes been open for part of the day on Saturday, sometimes not at all. Circulation and other use figures for these short days have been so low as to make partial days rather unproductive in terms of cost. For full-time staff members of the departments and branches affected, this schedule has also required that an employee be at work on six different days of the week to put in 40 hours. While the staff have been good-natured about this, it seems an unnecessary burden.

We propose the following arrangement for summer Saturday service during 1983:

Main Library: 9 a.m. to 6 p.m.
Georgetown Branch Library: 9 a.m. to 6 p.m.
Shawnee Branch Library: 9 a.m. to 6 p.m.
All other locations: Closed.

This arrangement will partially offset the summer Sunday closings, and will move staff hours from very unproductive Friday evening hours, as in the past, to a potentially more productive time of the week.

The entire cost of this change in hours can be absorbed within the normal annual summer hiring, which will cost about $65,000 this year.

Additional summer help provides for lawn and building maintenance, vacation schedule relief, extra help during the very busy times of the children's Summer Reading Program, and other seasonal needs.

We propose that this summer Saturday schedule begin on Saturday 4 June and continue through Saturday 3 September 1983. We will evaluate the results and report them to the Board.

RJA/cma

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 8
Requested Action: Approval of Application

Each year the State of Indiana distributes an amount less than $1 million to all the public libraries of the state, in accordance with their local budgets. In order for the Allen County Public Library to receive its share of this distribution, application on the attached form is necessary. Your approval of this application is requested.

RJA/cma

Public Library Application for State Funds

To: State Board of Tax Commissioners

The Allen County Public Library,

Fort Wayne, Allen County, Indiana _____

STATE OF INDIANA, Allen COUNTY, ss

we hereby apply for distribution of state funds to public libraries.

Amount of current operating budget $ 4,975,000

Converted to Public Library Law of 1947 Yes (yes or no)

Adopted provisions or of Public Library Law of 1947 _____ (yes or no)

Provides free library cards for all county residents Yes (yes or no)

Provides library cards for a fee for all county residents No (yes or no):

Signed by:

(MUST BE SIGNED BY MAJORITY OF LIBRARY BOARD MEMBERS)

Please return completed application by May 1, 1983 to State Board of Tax Commissioners, 201 State Office Building, Indianapolis, Indiana 46204.

United's Terms and Conditions

Contract of Carriage

1. [illegible] the shipper [illegible] to these terms [illegible] waive or alter [illegible] does not convey title to the goods [illegible] by the shipper or by United on behalf of [illegible]

2. This shall include *United's Terms and Conditions* which are hereby incorporated and [illegible] and government regulations applicable to [illegible] the shipment is being tendered to United [illegible]

3. [illegible] United has the right, but not an obligation, to inspect all shipments [illegible] the contents of any part of any package [illegible] prior to signing for receipt of the shipment on the delivery copy of the airbill.

4. [illegible] on this airbill relating to the weight, dimensions, packing and [illegible] of packages in the shipment shall be prima facie evidence of the facts [illegible] weight, volume and contents of this shipment [illegible] against the carrier unless they have been verified [illegible] by the carrier or the shipper.

5. [illegible] that any [illegible] at the shipment is properly described on the airbill and that the shipment is packed to insure safe transportation with [illegible] carriage.

6. **Limit of Liability** — A shipment shall have a declared value of $50 unless a higher value not to exceed $100 is declared on the airbill at the time the shipment is tendered to United. If such higher value is declared, an additional [illegible] shall be paid for the amount of declared value exceeding $50. [illegible] all parties having an interest in the Shipment, agree that the [illegible] of the Shipment shall be determined as follows, and that the [illegible] and its agents, including liability for consequential [illegible] shall in no event exceed the lesser of: (a) 50 cents per pound per [illegible] (b) $50 per Shipment unless a higher value is declared [illegible] the transportation charge for which United may be liable [illegible] any damages actually sustained.

7. **Exclusion from Liability** — United shall not be liable for loss, damage, delay or other [illegible] caused by: 1) Acts of God, acts of the public enemies, public authorities acting with actual or apparent authority, authority of law, quarantine, [illegible] riots, strikes, civil commotions, or hazards or dangers incident to state of war. 2) The act or default of the shipper or consignee. 3) The nature of the shipment or any defect, characteristic or inherent vice thereof. 4) Violation by the shipper or consignee of any of *United's Terms and Conditions*. 5) Compliance with delivery instructions from the shipper or consignee. B) United shall not be liable for special or consequential damages unless, at time of receipt of the shipment from the shipper, United is given written notice on the airbill of the circumstances which may result in such damages, however, this provision shall not limit any right of United to refuse the shipment.

8. **Claim Procedure** — (1) All claims for loss, damage, or other results must be made in writing to United within nine months and nine days after the date of acceptance of the shipment. Claims for overcharges must be made in writing within two years after the date of acceptance of the shipment by United. The first day of the period shall be the day after carrier's acceptance of the shipment. Claims for any alleged loss discovered after delivery must be reported in writing as customary within 15 days after delivery of the shipment, with privilege to conduct joint inspection within 15 days after receipt of such notice.

9. **Limitation of Actions** — United and its agents shall not be liable in any action brought to enforce a claim, except for overcharges, unless the applicable provisions of paragraph 8 above have been complied with by the claimant, and unless such action is brought within two years after the date written notice is given to the claimant that United has disallowed the claim in whole or in part. For recovery of overcharges, action at law shall begin within two years from delivery of shipment by United, except that if claim for overcharge has been presented in writing to United within such two year period, that period shall be extended to include 90 months from the date notice is given by United to claimant of disallowance of the claim or any parts thereof specified in the notice.

10. No charges of any description will be advanced to the shipper or consignee by United.

11. **Cargo Liability Insurance** — United maintains primary cargo liability insurance in the amount of $4,000,000 per shipment.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 9
Requested Action: Adoption

THE REPORT AND RECOMMENDATION OF THE COMMITEE ON PERSONNEL
Mary Koehlinger, chairman
Rae Gates
Alan McMahan

The attached proposed policies have been prepared by the staff, reviewed by the Board's attorney, and examined by the Committee. We recommend Board adoption of these documents as Library personnel policy.

PROPOSED EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY OF THE ALLEN COUNTY PUBLIC LIBRARY

The Allen County Public Library is a service institution. It seeks to inform, educate, entertain, and culturally enrich the entire community by providing books and other library materials, facilities, and professional services for free use by all residents.

Mindful of this mission, the Library believes that the Allen County community will be best served by a qualified staff which reflects the composition of the community.

Policy

It is the policy of the Allen County Public Library to provide equal employment opportunity to all applicants and employees. The Allen County Public Library will continue its practice of recruiting, hiring, promoting, and assigning work to applicants and employees most qualified and available to perform the many tasks necessary to provide quality library services to the Allen County community.

This policy continues the provision of equal employment opportunity to all applicants for employment and all employees. All personnel decisions and practices, such as recruitment, hiring, promotion, compensation, training, discipline, and privileges of employment, will be administered without regard to race, color, religion, ancestry, national origin, sex, handicap, marital status, or veteran status of applicants and employees.

This policy is in accord with the laws of the United States and the State of Indiana.

In order to obtain a maximum pool of qualified women and minority applicants the Library will actively seek those applicants through a variety of contacts and will encourage qualified employees to consider available opportunities for promotion and training.

Administration of Policy

The Director of the Allen County Public Library is responsible for insuring that the Library's Equal Employment Opportunity and Affirmative Action Policy continues to be implemented by all levels of the Library's staff. The Director will report annually to the Board of Library Trustees on the recruitment, selection, promotion, and other personnel activities and decisions which are related to the Equal Employment Opportunity and Affirmative Action Policy.

All staff members of the Allen County Public Library are expected to behave in a fashion which supports equal opportunity for all employees with regard to work assignments, training, promotion, and other conditions and privileges of employment. Active participation by all staff in the Library's continued commitment to equal employment opportunity and affirmative action is a condition of continued employment.

Dissemination of Policy

Internally

1. The Equal Employment Opportunity and Affirmative Action Policy will be distributed to all employees and will become a part of the Library's Personnel Manual.
2. Presentation and discussion of the Policy will be a part of all orientation and training programs for supervisors and all other staff members.

3. Equal Employment Opportunity posters and copies of this policy will be posted in key areas of the Library, including the Personnel Office, staff lounge, and all branches.

Externally

1. The Library will advertise all job openings by notifying local community sources and organizations and/or the national professional journals. All advertisements will indicate that the Allen County Public Library is an Equal Opportunity Employer.
2. In advertising job openings the Library will make a special effort to seek out additional sources of communication to women and members of minority groups.

Recruitment

The Allen County Public Library will continue to seek out qualified applicants through its regular contacts with the following: Indiana Employment Security Division; educational institutions, both public and private; related library agencies or institutions; agencies which provide special training and counseling for women, minorities, handicapped persons, and veterans; and minority group organizations.

The Library recruits all staff from both local and national levels. Depending upon the types and needs of openings, the Library will recruit through local community sources; graduate library schools, especially those in the Midwest area; business colleges; and technical schools. Advertisements will also be placed in local newspapers; in library journals and magazines; in library employment "hotlines," especially those in the Midwest; and in publications of the

Indiana State Library and the Indiana Library Association.

The Allen County Public Library will continue to receive unsolicited applications directly and through the mail. These applications are grouped according to the qualifications and experience of the applicant. They are placed in current files to be considered for employment when positions become available.

Notices of all vacancies will continue to be posted on staff bulletin boards and circulated to all departments and branches of the Library system. All staff are encouraged to consider and make application for available positions.

Professional staff members will continue to be drawn from both the national and local work markets. Paraprofessional, clerical, and custodial employees will continue to be most frequently drawn from the local area.

Hiring Practices

All open positions may be filled from either outside or from within the Library. All job applicants are invited to file an application for employment. Applications are held for three years.

Applicants whose work experience, knowledge, skills, and abilities correspond to the requirements of the position are interviewed by the appropriate supervisor and the Personnel Manager.

Employment standards will continue to be used as the guide for considering applicants for employment. Standards set by the Indiana Library Certification Board will be observed for all appropriate positions. Qualifications listed in

position available notices will be bona fide job requirements. Education and skill requirements listed will be essential to the performance of the identified responsibilities and tasks.

Promotion

All Allen County Public Library position available notices are distributed internally. All employees, staff and temporary, are encouraged to apply for promotional openings for which they are qualified.

Through this policy the Allen County Public Library reaffirms its continuing commitment to the Allen County community to provide library materials, programs, and services through a qualified staff, without regard to race, color, religion, ancestry, national origin, sex, age, handicap, marital status, or veteran status.

PROPOSED POLICIES ON ATTENDANCE, LEAVES OF ABSENCE, AND ENDING EMPLOYMENT.

ATTENDANCE

All staff members are expected to be present in their assigned work areas and ready to begin work at the start of the appropriate work schedule. Similarly, all staff members are to work in their assigned work areas until the end of the day's work schedule.

Tardiness and absence seriously handicap the Library's ability to provide quality library service and unfairly burden fellow employees.

Repeated tardiness and absence will result in dismissal. A staff member who is tardy and/or frequently absent will be counseled orally. If the staff member continues to be tardy or frequently absent, the staff member will be given a written warning. Continued tardiness and/or absence will result in dismissal.

A staff member who is absent two consecutive scheduled working days, without notifying and receiving permission from the appropriate supervisor, acting supervisor, or person responsible for the appropriate work area, will be considered to have voluntarily resigned the job.

A staff member who walks off the job without the permission of the appropriate supervisor will be considered to have voluntarily resigned the job.

A staff member who repeats an absence of any length, without notifying and receiving permission from the appropriate supervisor, acting supervisor, or person responsible for the appropriate work area, will be subject to immediate dismissal.

A staff member is required to notify the appropriate supervisor each day when the staff member is going to be absent from work, unless the staff member is on a previously approved leave of absence. Each staff member is required to notify the appropriate supervisor when the staff member will be late for work.

A verbal warning will be given after two instances of absence or tardiness during the preceeding week, four instances in the preceeding month, eight instances in the preceeding six months, or twelve instances during the preceeding year. A written warning will be given when a staff member's attendance record again becomes unsatisfactory after a verbal warning. This written warning will become a part of the employee's personnel record. Any additional instance of absence or tardiness after a written warning and counseling efforts may result in dismissal.

Unusual circumstances and the past record of the employee will be considered in decisions concerning discipline for attendance problems.

LEAVES OF ABSENCE

The Library recognizes that its staff members want to fulfill specific obligations and personal committments and to continue their educational and professional growth. The Library also recognizes that its staff members may incur lengthy illness and urgent personal emergencies. Under appropriate circumstances the Library provides for the taking of a variety of leaves of absence.

1. Personal leave

   There will be no personal leave. The Library's flexible vacation policy provides time to pursue personal matters. See the vacation policy for details.

   Time away from work must be time accounted for by paid sick leave, paid vacation, funeral leave, court required service, military leave,

leave for study and research, or disability leave.

In the case of an urgent personal emergency, a supervisor may allow the staff member to take up to two days away from work without pay. For a personal emergency requiring an absence of more than two days, the staff member must request a leave of absence in writing, detailing the reason for the request and the anticipated length of absence. The staff member's supervisor and the Personnel Manager will consider the request for a leave of absence without pay for personal emergency and take appropriate action.

2. Funeral leave

A staff member may take up to five days away from work without loss of pay for the death of a member of the immediate family. The immediate family is defined as a spouse, child, parent, sibling, a similar relationship established by marriage, and a person residing in the employee's household.

A staff member may take one day away from work without loss of pay for the death of a member of the extended family.

3. Court-required service

A staff member who is called to serve on a jury or to appear as a witness in a court proceeding or an administrative proceeding to which he or she is not a party will receive time away from work without loss of pay.

4. Military leave

a. Military service

The right of return to work and other employment privileges of a

staff member who enters the military service of the United States will be determined in accordance with the provisions of current laws affecting military service and employment rights.

b. Annual military duty

A staff member who is obliged to report for annual military duty will be given up to ten working days per year at the staff member's regular rate of pay. Requests for a leave of absence for annual military duty must be made in writing to the appropriate supervisor 60 days in advance of the time of duty.

5. Leave for study and research

Leaves for study and research serve to encourage the professional growth and effectiveness of staff members in the life of the Library by enabling them to pursue educational and professional study or research.

Requests for leaves for study and research should be made in writing to the appropriate supervisor and the Personnel Manager 60 days in advance of the proposed leave time. Decisions on length of leave, compensation, and return to work will be determined by consideration of the best interests of the Library.

6. Disability leave

An employee who anticipates an absence of more than five days away from work because of illness or other medical disability should request a disability leave of absence in writing from the appropriate supervisor and the Personnel Manager.

A disability leave of absence is generally given for six (6) months. The

Library will make all reasonable efforts to hold the staff member's position the first three (3) months of disability leave. Assuming the Library has been able to hold the position open, an employee who returns within the first three (3) months may assume the previously held position. If the staff member is unable to return to work until the second three-month period, he or she may have the first available similar position. If the staff member is not able to return to work until after the six-month leave has expired, he or she must reapply for employment.

Disability leaves of absence for pregnancy, childbirth, and recuperation from childbirth will be treated as leaves for any other disability.

The Library's policy on sick leave and disability benefits will apply during the appropriate periods of a disability leave of absence.

Advance notice in writing must be given for all requests for leaves of absence, except those involving funeral leave and urgent personal emergency.

Benefits such as earned vacation time, earned sick leave, and health insurance will not apply during unpaid leaves of absence. A staff member may continue health insurance and term life and disability insurance during an unpaid leave of absence by paying the full monthly premiums.

ENDING EMPLOYMENT

Employment at the Library may be ended in several ways: by resignation; by retirement; by lay off; by dismissal; or by death. All staff members need to be aware of the Library's policy and procedure in regard to each of these actions.

1. Resignation

A staff member who intends to resign should notify the appropriate supervisor and the Personnel Manager of the effective date of resignation in writing. Notice of at least one month should be given for all positions above those of Grade 1.

Resigning employees will be compensated for vacation time unused and accrued at the time of their resignation. Conversion privileges are available for term life, long-term disability, and health insurance coverages. Details of conversion privileges and other employment information are available from the Personnel Office.

2. Retirement

The Library encourages all employees to plan and provide for their retirement years. For this purpose, the Library participates in the Public Employees' Retirement Fund for all full-time employees and in the Social Security system for all full-time and part-time employees.

Each employee will retire from employment at the Library no later than the end of the month in which the employee's seventieth (70th) birthday occurs unless the Director of the Library requests that the employee continue to work and the employee agrees to do so. The retirement dates of employees who work beyond age seventy will be set by the Director of the Library. Retiring employees will be compensated for vacation time unused at the time of their retirement.

Information concerning application for PERF retirement benefits and insurance conversion privileges is available from the Personnel Office.

3. Lay-off

Elimination of positions, reduction in benefits, hours or rates of pay, and the transfer of staff members to other positions may be made necessary by economic conditions or the Library's organizational needs.

These and similar changes will be made by the Director of the Library in the best interest of providing library materials, programs, and services through a qualified staff to the Allen County community. In support of this interest, all decisions will be based on organizational need and on factors such as training, breadth of skill, work abilities, and job performance.

4. Dismissal

All staff members are expected to perform their jobs and to conduct themselves in a fashion which supports cooperation among staff members and provides quality library service.

Formal performance reviews occur every six months, and more frequently when a performance or behavior problem exists, for regular staff members. Performance reviews will occur more frequently during the first several months of employment for newly hired staff members. Formal performance review discussions, as well as informal discussions occurring more frequently, provide opportunities for staff members and supervisors to talk with one another concerning the responsibilities and tasks of the job and the supervisory support needed to accomplish that job. Informal and formal performance reviews provide staff members with frequent opportunities to define and improve job performance and behavior.

In the case of a performance or behavior problem, the supervisor will

discuss that problem with the staff member and issue a verbal warning. If improvement does not occur in a reasonable period of time, the supervisor will issue a written warning and continue discussions. A written warning is formal notice that a performance or conduct problem will not be tolerated. A written warning will define the problem, suggest corrective actions, and set times for further discussion, evaluation, and action. Continued coaching and counseling sessions will follow a written warning. Continued poor performance or conduct will result in dismissal.

This progressive disciplinary procedure allows adequate opportunity for a staff member to improve unacceptable performance or behavior. The objective of progressive discipline is to correct and educate rather than to penalize.

Exceptions to this disciplinary procedure may occur in cases where good organizational practice demands the dismissal of an employee. Examples of conduct which may result in immediate dismissal include, but are not limited, to the following:

Reporting for work under the influence of alcholic beverages or drugs.

Bringing alcholic beverages or drugs on to Library property. (Drugs are considered those substances whose possession or sale are prohibited by Federal, State, or City law.)

Insubordination (refusal to perform assigned work or refusal to obey any reasonable order given by an employee's supervisor or by management).

Theft of Library property.

Falsification of employment application, medical questionnaire, or other employment related documents.

Threats and/or acts of violence.

Repeated violations of Library regulations.

Willful destruction of Library property.

Conviction of a criminal offense.

Possession of firearms, fireworks, or explosives, or other weapons on Library property.

Fighting on Library property.

Gambling on Library property.

Absence without notification and approval.

Disregard of the Library's Equal Employment Opportunity and Affirmative Action Policy.

Sexual harrassment.

Sleeping on the job.

Participation in and/or knowledge of illegal activity on Library property or during the performance of Library business or employment.

Misappropriation or misuse of Library property.

Theft of property of Library staff members or patrons.

5. Death

The Library will pay all compensation for time worked and for vacation untaken and accrued at the time of death to the estate of all those who die while employed by the Library.

Life insurance benefits and PERF benefits will be paid to the designated beneficiary of all full-time staff members who die while participating in these Library-provided benefits.

=

AGENDA ITEM: 9

Action requested: adoption of a resolution to request membership in the Fort Wayne Community Schools Federal Credit Union for the employees of the Library and for members of the Board of Library Trustees.

Resolution:

The Board of Library Trustees authorizes the staff to request membership through payroll deduction in the Fort Wayne Community Schools Federal Credit Union for the 240 full-time and part-time employees and for the 7 members of the Board of Library Trustees of the Allen County Public Library.

AGENDA ITEM: 9

Revisions to the PROPOSED POLICIES ON ATTENDANCE, LEAVES OF ABSENCE, AND ENDING EMPLOYMENT

Revision 1: page 1, paragraph 5

A staff member who walks off the job, leaving Library property, without the permission of the appropriate supervisor will be considered to have voluntarily resigned the job. In stressful situations staff members should seek an appropriate person with whom to discuss the situation.

Revision 2: page 4, No. 6 Disability leave, paragraph 2 and paragraph 6

A disability leave of absence is generally given for twelve (12) months. The Library will make all reasonable efforts to hold the staff member's position during the first three (3) months of disability leave. If the Library has been able to hold the position open, an employee who returns to work within the first three (3) months may assume the previously held position. A staff member who is able to return to work after three months and before the end of the twelfth month may have the first available similar position. If a staff member is not able to return to work until after the twelve-month leave has expired, he or she must reapply for employment.

Benefits such as earned vacation time, earned sick leave, and health insurance will not apply during unpaid leaves of absence. A staff member may continue health insurance and term life and disability insurance for six months during an unpaid leave of absence by paying the full monthly premiums.

Revision 3: Page 6, No. 2 Retirement, paragraph 2

Each employee will retire from regular employment at the Library no later than the end of the month in which the employee's seventieth (70th) birthday occurs. Retiring employees will be compensated for vacation time unused at the time of their retirement.

Revision 4: Page 8, paragraph 3

Exceptions to this disciplinary procedure occur in cases where good organizational practice demands the immediate dismissal of an employee.

All Library staff members are expected to observe high standards of personal and professional conduct in their roles within the Library. Behavior which is contrary to these standards of conduct will result in the immediate dismissal of an employee.

Such behavior includes, but is not limited to, insubordination; disregard of Library policy; the possession or use of weapons; threats or acts of violence; participation in or knowledge of illegal activity; possession or use of alcohol or drugs; and the conviction of a criminal offense.

In summary, misconduct which damages the Library, its staff, or its ability to provide quality library service will result in immediate dismissal.

AGENDA ITEM: 9

Action requested: adoption of a resolution to request membership in the Fort Wayne Community Schools Federal Credit Union for the employees of the Library and for members of the Board of Library Trustees.

Resolution:

The Board of Library Trustees authorizes the staff to request membership through payroll deduction in the Fort Wayne Community Schools Federal Credit Union for the 240 full-time and part-time employees and for the 7 members of the Board of Library Trustees of the Allen County Public Library.

AGENDA ITEM: 9

Revisions to the PROPOSED POLICIES ON ATTENDANCE, LEAVES OF ABSENCE, AND ENDING EMPLOYMENT

Revision 1: page 1, paragraph 5

A staff member who walks off the job, leaving Library property, without the permission of the appropriate supervisor will be considered to have voluntarily resigned the job. In stressful situations staff members should seek an appropriate person with whom to discuss the situation.

Revision 2: page 4, No. 6 Disability leave, paragraph 2 and paragraph 6

A disability leave of absence is generally given for twelve (12) months. The Library will make all reasonable efforts to hold the staff member's position during the first three (3) months of disability leave. If the Library has been able to hold the position open, an employee who returns to work within the first three (3) months may assume the previously held position. A staff member who is able to return to work after three months and before the end of the twelfth month may have the first available similar position. If a staff member is not able to return to work until after the twelve-month leave has expired, he or she must reapply for employment.

Benefits such as earned vacation time, earned sick leave, and health insurance will not apply during unpaid leaves of absence. A staff member may continue health insurance and term life and disability insurance for six months during an unpaid leave of absence by paying the full monthly premiums.

Revision 3: Page 6, No. 2 Retirement, paragraph 2

Each employee will retire from regular employment at the Library no later than the end of the month in which the employee's seventieth (70th) birthday occurs. Retiring employees will be compensated for vacation time unused at the time of their retirement.

Revision 4: Page 8, paragraph 3

Exceptions to this disciplinary procedure occur in cases where good organizational practice demands the immediate dismissal of an employee.

All Library staff members are expected to observe high standards of personal and professional conduct in their roles within the Library. Behavior which is contrary to these standards of conduct will result in the immediate dismissal of an employee.

Such behavior includes, but is not limited to, insubordination; disregard of Library policy; the possession or use of weapons; threats or acts of violence; participation in or knowledge of illegal activity; possession or use of alcohol or drugs; and the conviction of a criminal offense.

In summary, misconduct which damages the Library, its staff, or its ability to provide quality library service will result in immediate dismissal.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 10
Requested Action: Approval of Agreement

The Polaroid Corporation has made available to public libraries an opportunity to receive cameras at no cost for loan to the public. The attached documents and proposed agreement set forth the details of the program and the Library responsibility.

As a part of the Library's general orientation to assist members of the public in development of information of all kinds, we propose to enter into this program. As in all cases, the staff would evaluate the results after a period of time and report them to the Board.

check this out

A Camera Loan Program for Public Libraries

Polaroid Corporation Customer Service plans to donate more than 20,000 Sun cameras to public libraries throughout the United States during 1983; these cameras are to be added to circulating collections and loaned free-of-charge to patrons. Polaroid is pleased to be able to offer this program in cooperation with the American Library Association.

"Check This Out" has been running on a pilot basis in 15 libraries in Massachusetts since September 1982. Responses from both librarians and patrons have been uniformly positive. Specific reasons for the success, as cited by the librarians, include:

- "It meets a need; well used by patrons,"
- "It enhances the library's image--a twentieth century item proving the library isn't a nineteenth century establishment."
- "...a good opportunity for library publicity"
- "...easy to implement..."
- "...no commercial overtones,"
- "good materials and support provided by Polaroid."

Based on experiences gained since 1979 at the Robbins Library (Arlington, Massachusetts), the program was refined with the assistance of librarians from the national, state and local levels. The pilot phase provided an opportunity to evaluate the program from all viewpoints. In its current form, "Check This Out" works well in libraries of all sizes. Each library establishes its own loan procedures, including loan period and borrower eligibility. Loan periods in pilot libraries ranged from 3 to 14 days.

The number of cameras donated is determined by the circulation size of the library. The cameras are Polaroid Sun 640 and Sun 660 Autofocus cameras. Both feature built-in electronic flash, one-button operation and use high speed, instant color film. Cameras are provided in carrying cases. Each library receives counter cards, bookmarks and a promotional package including a report on the pilot phase experience, sample press release, public service announcements and information about Polaroid Corporation. Polaroid also supplies two packs of film for library staff to try the new cameras.

(over, please)

In return, Polaroid requests circulation figures on the cameras for three months of the year and that a survey form be placed in the carrying case for optional completion by the patrons over a four-week period.

Cameras damaged or defective will be replaced by Polaroid while a library is actively participating in the program. A Polaroid Customer Service toll-free phone line is available to anyone having questions about the operation of the cameras.

Polaroid anticipates that "Check This Out" will be as successful in all public libraries as it has been during the pilot program. Polaroid Customer Service is committed to that success.

If your Public Library is interested in participating in "Check This Out," please contact:

CHECK THIS OUT
POLAROID CUSTOMER SERVICE
BOX 217
CAMBRIDGE, MA 02139

check this out

POLICY AGREEMENT

A. Subject to the conditions of the program set forth below, Polaroid Customer Service will donate 15 Sun cameras (refurbished) in protective carrying cases to the ALLEN COUNTY PUBLIC Library. There are no restrictions set by Polaroid as to eligible borrowers or loan periods, except that the cameras must be loaned free-of-charge to the library users.

B. As an annual condition of participation, the library agrees to provide Polaroid with circulation figures for the cameras during the months of July, August, September.

C. During the month of October, the Library will also provide to each camera borrower a survey form, to be supplied by Polaroid, in the carrying case with each loan. This form can be completed by the patron and returned to Polaroid in the postage-paid envelope supplied by Polaroid.

D. Polaroid will replace any camera that is damaged or defective, provided that the library is an active participant in the program.

E. Cameras supplied are to be used solely by the Library for the loan program and may not be resold or transferred by the Library without Polaroid Customer Service approval.

F. Any questions or problems the patron or Library may encounter when using the camera, can be referred to Polaroid Customer Service on the toll-free line.

Upon receipt of the signed copy of this agreement, the Library will be enrolled as a participant in "Check This Out."

For Polaroid Customer Service

Victoria Carr

Victoria Carr
Program Manager

February 8, 1983

46800

For Allen County Public Library

[illegible] (name)

President of Library Board (title)

April 28, 1983 (date)

AGENDA ITEM 11
Requested Action: Approval of Changes

1 April 1983

MEMO

To: Rick J. Ashton
From: Charlene P. Holly
Re: Revisions in the Authorized Staffing Table for Board action 21 April 1983

I request that the following three (3) revisions be made in the Authorized Staffing Table.

1. Maintenance, Support Services Division
   Position vacant by resignation, appointment as follows:

#503	Courier	Grade 3	40 hours	1 FTE	$9,391	Rickey Spallone

2. Circulation Services

   Delete

#437	Switchboard Supervisor	Grade 4	40 hours	1 FTE	$11,467	Mary Voors, resignation

   Support Services

   Add

#422	Switchboard Operator	Grade 3	40 hours	1 FTE	$9,391	Tonya Woods

   Transfer to Support Services from Circulation Services

#444 to #423	Switchboard Operator	Grade 3	16 hours	.4 FTE	$3,752
#445 to #424	Switchboard Operator	Grade 3	12 hours	.3 FTE	$2,814
#446 to #425	Switchboard Operator	Grade 3	5 hours	.1 FTE	$ 879

   The deletion of position #437 and the addition of position #422 will amount to an annual savings of $2,076 at 1983 pay rates.

3. Children's Services

   Temporary substitution for unfilled full-time position

#306	Clerk	Grade 3	20-22 hours	.5 FTE	$5,159

   The temporary addition of this position in the Children's Services will allow for an adequate level of staffing during the search for a suitable person to fill a vacant full-time position.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

April 28, 1983

To the Board of Library Trustees:

RICK J. ASHTON
DIRECTOR

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

MARCH 1983

Main Library Fines		$2,601.42
Georgetown Branch Library	1,077.16	
Hessen Cassel Branch	551.50	
Little Turtle Branch	497.45	
Pontiac Branch	28.45	
Shawnee Branch	470.73	
Tecumseh Branch	251.40	
Waynedale Branch	350.75	
Monroeville Branch	26.00	
New Haven Branch	126.45	
Woodburn Branch	51.00	
Bookmobile #2	30.00	
Bookmobile #7	11.00	3,471.89
Rent (Downtown Service Center)		1,000.00
Parking Lot Receipts (Light)		1,000.00
Copier Receipts		8,207.48
Telephone Pay Station Commission		69.15
Snyder Dist. Co. Commission		13.65
Subscription Fees		140.00
Piano Fees		60.00
Mileage - Ashton		52.80
Books		294.60
Reserve Postals		29.00
Old Newspaper Receipts		7.80
General Telephone Pocket Pager Refund		27.52
Pamphlets & Catalogs		37.20
		$17,012.51

APPROVED
Rick J. Ashton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills April 28, 1983

NFLCP	Entry fee for five video tapes entered in the HOMETOWN U.S.A. Video Contest	100.00
Carpenter Paper of Indiana	70# Imperial Ivory Torchglow Offset (Summer reading program)	785.00
Radio Shack	AM/FM stereo tape cassette recorder and batteries (Summer reading program)	87.42
Shurtz Unlimited	60 T-shirts	255.50
United Supply Co., Inc.	Crafts (Summer reading program)	75.54
Universal Merchandise Co., Inc.	Crafts (Summer reading program)	87.58
		$1,391.04

APPROVED

DIRECTOR

[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY IMPROVEMENT RESERVE FUND

Public Library Bills April 28, 1983

F A L Electric Co., Inc.	Basement renovation New Haven Branch Library	4,278.42
Grossman, Boeglin, Gehring & Hood	Services rendered Re: Contract with FAL Electric Co. and contract with Schenkel & Scheele	195.00
Johnson Controls, Inc.	Energy Management System payment	7,124.40
Harry R. Long Co.	Pressure testing of the underground tanks at Downtown Standard Station	1,100.00
		$12,697.82

APPROVED

DIRECTOR

THIS FORM HAS BEEN APPROVED BY THE INDIANA STATE BAR ASSOCIATION FOR USE BY LAWYERS ONLY. THE SELECTION OF A FORM OF INSTRUMENT, FILLING IN BLANK SPACES, STRIKING OUT PROVISIONS AND INSERTION OF SPECIAL CLAUSES, CONSTITUTES THE PRACTICE OF LAW AND MAY ONLY BE DONE BY A LAWYER.

Mail tax bills to:

WARRANTY DEED

This indenture witnesseth that Fort Wayne Public Library

of Allen *County in the State of* Indiana

Convey and warrant to Scott's Foodlane, Inc., an Indiana corporation

of Allen *County in the State of* Indiana

for and in consideration of One Dollar ($1.00) and other valuable consideration *the receipt whereof is hereby acknowledged, the following Real Estate in* Allen *County in the State of Indiana, to wit:*

Part of Lot #50 in Pettit's Addition to the City of Fort Wayne, more particularly described as follows:

Beginning at a point on the West line of Lot #50 in Pettit's Addition to the City of Fort Wayne, Indiana, said point being two (2) feet South of the Northwest corner of Lot #50 and on the North edge of an existing building; thence East along the North edge of the existing building a distance of 0.4 feet to the corner of said building; thence South along the East edge of said building a distance of 128.5 feet to the Southeast corner of said building; thence West along the South edge of said building a distance of 0.2 feet to a point on the West line of Lot #50; thence North and along the West line of Lot #50 a distance of 128.5 feet to the point of beginning.

State of Indiana, Allen **County, ss:**

Before me, the undersigned, a Notary Public in and for said County and State, this *day of* April *19* 83 *personally appeared:*

Fort Wayne Public Library

And acknowledged the execution of the foregoing deed. In witness whereof, I have hereunto subscribed my name and affixed my official seal. My commission expires _____ *19*

_____ *Notary Public*

Dated this ____ **Day of** April **19** 83

_____ *Seal*

_____ *Seal*

_____ *Seal*

_____ *Seal*

_____ *Seal*

_____ *Seal*

Resident of Allen *County.*

This instrument prepared by Harry W. Scott of DeVoss, Scott, Johnson & Baker, a Professional Corporation, 147 South Second Street, P.O. Box 30, Decatur, Indiana 46733 - (219)724-2129. *Attorney at Law*

MAIL TO:

COPYRIGHT THE ALLEN COUNTY INDIANA BAR ASSOCIATION, INC. Rev 6 78

CERTIFICATE OF SURVEY

OFFICE OF

JOHN R. DONOVAN

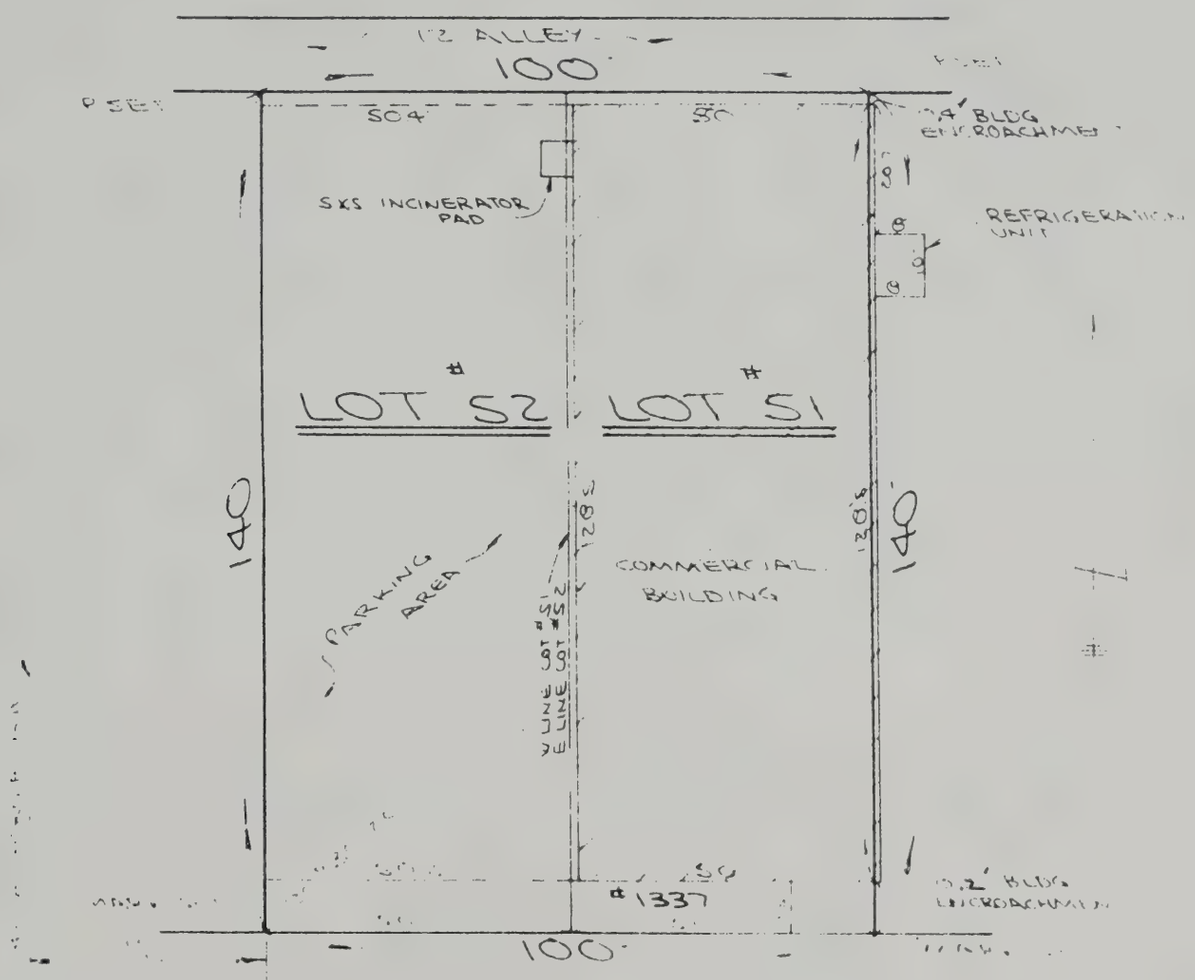
REGISTERED PROFESSIONAL CIVIL ENGINEER No. 9173 INDIANA
REGISTERED LAND SURVEYOR No. 9921 INDIANA

FORT WAYNE, INDIANA

The undersigned Civil Engineer and Land Surveyor hereby ceritfies that he has made a resurvey of the real estate shown and described below.

Measurements were made and corners perpetuated as shown hereon, in accordance with the true and established lines of the property described, and in conformity with the records in the office of the County Recorder, ALLEN County, Indiana. No encroachments existed, except as noted below.

The description of the real estate is as follows, to wit: Lot #51 and Lot #52 in Pettit's Addition as recorded in the plat thereof in the Office of the Recorder of Allen County, Indiana.



NOTE: According to the FIA Flood Hazard Boundary Maps, the above described real estate is not located in a flood hazard area.

424-7418

JOB FOR BULTIMIER

JOHN R. DONOVAN

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

20 May 1983

To: All Members of the Library Board

From: Rick Ashton RJA/cma

Re: 26 May Board Meeting

The Board of Library Trustees of the Allen County Public Library will meet in regular session on Thursday 26 May at 3:00 p.m. at the Georgetown Branch Library, 6600 East State Boulevard, Fort Wayne, Indiana 46815. The agenda, as you can see from the attached materials, is not long or complicated. There will be an opportunity to inspect the roof of the Georgetown Branch Library building following the meeting, for those fond of climbing ladders.

I look forward to seeing you next Thursday.

RJA/cma

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
26 May 1983
3:00 PM
Georgetown Branch Library, 6600 East State Boulevard, Fort Wayne, Indiana 46815

1. Adoption of the Agenda.

2. Approval of the Minutes of the 28 April 1983 regular Board meeting.

3. Reception of the financial report of 30 April 1983.

4. Report of the Director.
   A. Legislative matters.
   B. Friends and volunteers.
   C. Library use figures through 30 April.
   D. Coming events.
   E. Other.

5. Adoption of a calendar for Board action on the 1984 Library operating budget and bond and interest redemption fund budget.

6. Adoption of a resolution to advertise the following:
   1. Request for proposals for telephone service.
   2. Bids for a two-color offset printing press.
   3. Bids for two replacement automobiles for the Library fleet.

7. Approval of a proposed agreement with Light and Breuning Realtors for evening operation of the Library-owned parking lot on the northeast corner of Jefferson and Webster.

8. Approval of a resolution to withdraw from membership in the Indiana Library Film Service.

9. Approval of the following salaried appointments:
   Lynda Allen, Government Documents, Grade 3, #333, $9391

10. Approval of payment of the following bills:

Operating Fund	$115,936.17
Library Improvement Reserve Fund	24,057.40
Gift Fund	2,468.51
Mrs. Rosemary Hostetler DVS	40.00
Mutual Benefit Life	2,003.24
Marriott Hotel	330.00
United States Postal Service	3,000.00
PERF-OASI Division	12,107.48
Indiana Employment Security Division	187.00
Indiana & Michigan Electric Co.	8,634.73

11. Other business.

12. Adjournment.

Following adjournment: An opportunity to inspect the Georgetown Branch Library roof.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

26 May, 1983

The Board of Library Trustees met at 3:00 p.m. in the meeting room of the Georgetown Branch Library, 6600 East State Boulevard, Fort Wayne, Indiana. Members present: Mrs. Lu Ann Beaman, Mrs. Patricia Beers, Mrs. Mary Koehlinger, Mrs. Rae Gates, Mr. James Ganaway, Mr. Alan McMahan. Mrs. Beaman presided.

1. Adoption of the agenda. The Board adopted the agenda as circulated, with the addition of an item under #11, Other business: Approval of joint promotional activities for prizes and premiums for 1983 Summer Reading Program.
2. Approval of the Minutes of the 28 April 1983 regular Board meeting. The Board approved the Minutes as circulated.
3. Reception of the financial report of 30 April 1983. The Board received the report as presented.
4. Report of the Director.

    A. Legislative matters. The impact of the new law changing the structure of library board appointments is unknown at this time. Representative Mitch Harper and others have requested opinions from the Attorney General's office. Several other pieces of legislation in the 1983 session will affect public libraries, and decisions relating to some of these matters will come before the Allen County Public Library in due course: new law concerning disposal of public property; new, stiffer conflict of interest law; new law making all public records of public libraries open to the public, with the permissable exception of library patron records; law concerning investments of public funds.

B. Friends and volunteers. The Friends booksale on the first weekend of May netted $11,500 for Library projects. Over 40 volunteers participated in the Volunteer Recognition Night on 24 May, when Virginia Stopher received the Volunteer of the Year Award. The Indiana Library Association and Indiana Library Trustee Association have awarded their 1983 Citizen Award to the Friends of the Allen County Public Library.

C. Library use figures through 30 April. The lending of Library materials system-wide through 30 April is up 31% over the same period in 1982. The Main Library circulation is up 38%, while branch circulation is up 26%. Only a small portion of this difference is accounted for by the Sunday hours. Dr. Ashton will provide a more complete evaluation of Sunday hours in conjunction with the 1983 budget proposal.

D. Coming events. Technical Services will hold an open house for the public and the press on 9 June, to introduce the automated systems now being used for acquisitions and cataloging, and to acquaint people with the entire process of ordering, receiving, cataloging, and processing books for the Library.

E. Other. None.

5. Adoption of a calendar for Board action on the 1984 Library operating budget and bond and interest redemption fund budget. The Board approved the calendar as proposed, and set Wednesday, 29 June, 9 a.m., in the board room of the Main Library as the date for a full Committee of the Whole meeting on the budget proposal.

6. Adoption of a resolution to advertise the following:

    1. Request for proposals for telephone service.
    2. Bids for a two-color offset printing press.

3. Bids for two replacement automobiles for the Library fleet.

The Board adopted the resolution to advertise.

7. Approval of a proposed agreement with Light and Breuning Realtors for evening operation of the Library-owned parking lot on the northeast corner of Jefferson and Webster. The Board approved the proposed agreement with the understanding that Light and Breuning will pay the Library 50% of all income derived from this operation and will bear all personnel and insurance costs. The agreement extends from 1 June 1983 to 31 December 1984.

8. Approval of a resolution to withdraw from membership in the Indiana Library Film Service. The Board adopted the following resolution:

   RESOLVED: That the Board of Library Trustees of the Allen County Public Library hereby withdraws the Allen County Public Library from membership in the Indiana Library Film Service, effective 30 June 1983.

   The Board directed the staff to make appropriate efforts to recover dues paid in advance.

9. Approval of the following salaried appointments:

   Linda Allen Government Documents, Grade 3, #333, $9391.

10. Approval of payment of the following bills:

Operating Fund	$115,936.17
Library Improvement Reserve Fund	24,057.40
Gift Fund	2,468.51
Mrs. Rosemary Hostetler DVS	40.00
Mutual Benefit Life	2,003.24
Marriott Hotel	330.00
United States Postal Service	3,000.00
PERF-OASI Division	12,107.48
Indiana Employment Security Division	187.00
Indiana & Michigan Electric Co.	8,634.73

The Board approved payment as requested.

11. Other business. Prizes and premiums for the Summer Reading Program.

The Board approved joint promotional activities with the following providers of food and amusements, in conjunction with the 1983 Summer Reading Program:

Roller Dome
Dairy Queen
Fort Wayne Children's Zoo: Train or Veldt Ride
Chuck E. Cheese Game Tokens
Glenbrook Ice Skating Rink
Brunswick Bowling Corporation
Koehlinger Schwinn, Inc.

12. Adjournment. The Board adjourned.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 5
Requested Action: Adoption of Calendar

PROPOSED CALENDAR FOR ADOPTION OF 1984 OPERATING BUDGET AND BOND AND INTEREST REDEMPTION FUND BUDGET

23 June	Regular Board Meeting	Presentation of budget proposal prepared by staff
27 June - 8 July	Special Meeting June 29 @ 9am	Board committee session on budget proposal
28 July	Regular Board Meeting	Resolution to advertise budget, levy rate
3 August		Publication of budget, levy, and rate in newspapers
10 August		Publication of budget, levy, and rate in newspapers
18 August	Public Hearing	Receive public testimony on advertised budget, levy, and rate
25 August	Regular Board Meeting	Adopt budget, levy, and rate
12 or 13 September		County Tax Adjustment Board reviews budgets and rates
22 September	Regular Board Meeting	Initiation of any appeals which may be necessary

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 6
Requested Action: Adoption of Resolutions to Advertise

Three important items for purchase are now in the planning stages. Purchase of new telephones or telephone service, in a competitive environment, is one item under present consideration. Specifications are now being developed, and we would expect to receive proposals by August or September.

The volume of work done in the Library print shop and the age and limitations of the equipment in use indicate the need for a new two-color offset press. Specifications are available, and we would expect to open bids in July.

The Library has not replaced any motor vehicles since 1979. There is a need to replace two ancient station wagons with equivalent vehicles to be used for delivery of Library materials throughout the county, transportation of Library staff throughout the county on Library business, and transportation of Library staff on Library business away from Allen County.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 7
Requested Action: Approval of Agreement

PROPOSED AGREEMENT WITH LIGHT AND BREUNING REALTORS

Light and Breuning Realtors proposes to manage the Library parking lot at 236 West Jefferson Street on weekends and evenings. The lot would not be managed by Light and Breuning during the time when Library staff and volunteers are using the lot.

Light and Breuning proposes to pay the Library 50% of all income derived from this operation. Light and Breuning will bear all personnel and insurance costs.

The proposed term of the agreement is 1 June 1983 - 31 December 1984.

The staff recommends approval of this agreement, which will generate a modest amount of income at no cost to the Library.

31 May 1983

Mr. Tim W. Breuning
Light and Breuning Realtors
Suite 1001
Commerce Building
127 West Berry
Fort Wayne, Indiana 46802

Dear Tim:

At its meeting on 26 May, the Board of Library Trustees approved your proposal to operate the Library-owned parking lot on the northeast corner of Jefferson and Webster in the evenings.

Our understanding is that you will pay to the Library 50% of all revenue received from the operation. The agreement is for the period 1 June 1983-31 December 1984.

Please make payments and accounting under this agreement separately from those under the primary agreement between Light and Breuning and the Library.

Robert Hart will have overall responsibility for coordinating this portion of the parking arrangement, as he does with all other parking.

Thank you for your interest. I am glad we were able to work this agreement out.

Sincerely,

Rick J. Ashton
Director

RJA/cma
cc: Robert Hart
Jacqueline Belschner

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 8
Requested Action: Approval of Resolution

WITHDRAWAL FROM THE INDIANA FILM SERVICE

For a number of years, the Allen County Public Library has been a member of the Indiana Film Service. This statewide cooperative provides packets of 16mm films for use by its members, with movement of packets from library to library on a monthly basis.

With the growth of the Allen County Public Library's own audiovisual services, this circuit service has become less necessary. Many of the titles received through the film circuit are owned by the Allen County Public Library. Public use of the circuit films has declined as the collection owned by the Allen County Public Library has expanded to over 400 films. The film circuit films are often in poor physical condition, requiring splicing and other maintenance by our staff, and the extra booking effort of films which will be present for only a month is not cost-effective.

In order to withdraw from membership, Board action is required. The staff proposes adoption of the following resolution:

> RESOLVED: That the Board of Library Trustees of the Allen County Public Library hereby withdraws the Allen County Public Library from membership in the Indiana Library Film Service, effective 30 June 1984.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 11
REquested Action: Approval of Joint Promotional Activities

PRIZES AND PREMIUMS FOR THE SUMMER READING PROGRAM

The staff seeks approval by the Board for a series of joint promotional activities which will be used to provide prizes for participants in the Summer Reading Program. These prizes are, for the most part, coupons for free or reduced food or amusements. The concerns which have agreed to provide coupons in return for promotional recognition are as follows:

Roller Dome
Dairy Queen
Fort Wayne Children's Zoo: Train or Veldt Ride
Chuck E. Cheese Game Tokens
Glenbrook Ice Skating Rink
Brunswick Bowling Corporation

In addition, Koehlinger Schwinn has agreed to provide a bicycle at a reduced cost, paid by the Friends of the Allen County Public Library, for a grand prize.

Your approval of these joint promotional items is requested.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

May 26, 1983

To the Board of Library Trustees:

RICK J. ASHTON
DIRECTOR

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS
APRIL 1983

Main Library Fines		$2,861.03
Georgetown Branch Library	1,077.48	
Hessen Cassel Branch	438.08	
Little Turtle Branch	507.50	
Pontiac Branch	23.75	
Shawnee Branch	412.67	
Tecumseh Branch	223.40	
Waynedale Branch	371.00	
Harlan Branch	46.50	
Monroeville Branch	30.00	
New Haven Branch	209.00	
Woodburn Branch	64.00	
Bookmobile #1	1.00	
Bookmobile #2	45.00	
Bookmobile #4	53.50	
Bookmobile #7	6.00	3,508.88
Rent (Tri-Alsa)		485.00
Light & Breuning - Parking Lots		7,779.52
OCLC Payment (Tri-Alsa)		86.50
Copier Receipts		8,576.04
Mileage - Ashton		52.80
Book Bag Receipts		86.00
Snyder Dist. Co. Commission		10.95
Subscription Fees		140.00
Old Newspaper Receipts		17.20
Piano Fees		20.00
Subscription Refund		13.00
Telephone Pay Station Commission		22.17
Video Tapes		25.00
Unattended Workshop		25.00
Books		206.75
Reserve Postals		21.00
Pamphlets & Catalogs		24.00
		$23,960.84

APPROVED

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY IMPROVEMENT RESERVE FUND

Public Library Bills May 26, 1983

Industrial Piping & Engineering Corporation	Replacement gas and oil burners & Electrostatic water treatment system FINAL BILL - Retainage	5,002.60
Johnson Controls, Inc.	Energy Management System FINAL BILL - Retainage	5,511.60
Schenkel Scheele Inc.	Basement renovation New Haven Branch Library	13,543.20
		$24,057.40

Jean McMahan

Mary Koeblinger

Lu Ann Beaman

James N. Hanaway Jr

Roe Gates

APPROVED

Peter J. Azlina

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills — May 26, 1983

BYU Press Business Office	Books	42.52
Cincinnati Cordage & Paper Company	Drawstring Poly Bags (Summer Reading Program)	1,337.72
Michael B. Clegg	Forms for Genealogy Class	30.00
S & S Arts and Crafts	Crafts for Summer Reading Program	941.81
Tri-Alsa	Publicity posters (Summer Reading Program	90.00
United Supply Co., Inc.	Crafts for Summer Reading Program	26.46
		$2,468.51
Faith Rawley	Storytelling Session for Grandparents Day 5/14	30.00
		$2,498.51

Dean McMahan

Mary Koellinger

LuAnn Seaman

James V. Hamaway Jr

APPROVED

DIRECTOR

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

21 June 1983

To: All Library Board Members

From: Rick Ashton RJA/cma

Re: 23 June 1983 Regular Board Meeting

The Board of Library Trustees will meet for its regular monthly Board meeting at 3:00 p.m. on Thursday 23 June 1983 at the Monroeville Branch Library. If you need directions to the Monroeville Branch Library, please contact Cathy Arnoldy. The branch is located in the center of downtown Monroeville.

The enclosed material is for your use in preparation for the meeting. I look forward to seeing you in Monroeville on Thursday.

RJA/cma

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

21 June 1983

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
3:00 p.m.
Thursday 23 June 1983
Monroeville Branch Library, Monroeville, Indiana 46773

1. Adoption of the Agenda.

2. Approval of the Minutes of the 26 May 1983 regular Board meeting.

3. Reception of the financial report of 31 May 1983.

4. Report of the Director.
   A. Legislative and legal matters.
   B. State Board of Accounts audit in progress.
   C. Film collection gift from GTE
   D. Completion of New Haven Branch renovation.
   E. Summer Reading Program.
   F. Library use through 31 May 1983.
   G. Statistics of public libraries.
   H. Other.

5. Awarding of contract for purchase of equipment for the video studio.

6. Presentation of the 1983 operating budget preliminary proposal.
   A. Presentation of draft and discussion of process.
   B. Discussion of needed committee work.
   C. Sunday hours evaluation.

7. Approval of the following changes to the authorized staffing table:
   TECHNICAL SERVICES DIVISION:
   Cataloging Services

DELETE	#556	Grade 4	.8 fte	$5.51 hourly	$ 9,167
ADD	#557	Grade E	1.0 fte		$15,288

   Processing Services

DELETE	#586	Grade 3	1.0 fte		$ 9,391

8. Approval of the following salaried appointments:
   Donald W. Fisher Jr., Waynedale Branch, Grade 7, #220, $19,111
   Condra Payne, Pontiac Branch, Grade E, #190, $13,977
   Ruth Gomez, Children's Services, Grade E, #301, $14,846
   Lynda Allen, Government Documents, Grade 3, #333, $9391
   Kamil Ott, Housekeeping Services, Grade 2, #477, $8736, Temporary

9. Approval of payment of the following bills:

Operating Fund	$104,779.50
Library Improvement Reserve Fund	475.38
Gift Fund	750.39
LSCA-MURL Fund	11,220.00
Blue Cross Hospital Service	5,868.60
Genaway & Associates Inc.	450.00
Mutual Benefit Life	2,187.96

PERF-OASI Division	12,230.06
National Postal Forum Central	100.00
Indiana Employment Security Division	244.84
National Audio-Visual Association	100.00
Indiana & Michigan Electric Company	7,883.36
Grueninger Travel Service	938.00

10. Other business.

11. Adjournment.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

23 June 1983

The Board of Library Trustees met at 3:00 p.m. at the Monroeville Branch Library. Members present: Mrs. Lu Ann Beaman, Mr. James Ganaway, Mrs. Mary Koehlinger, Mr. Zohrab Tazian. Mrs. Beaman presided.

1. Adoption of the agenda. The Board adopted the agenda as circulated.
2. Approval of the Minutes of the 26 May 1983 regular Board meeting. The Board approved the Minutes as circulated.
3. Reception of the financial report of 31 May 1983. The Board received the report as presented.
4. Report of the Director. Dr. Ashton reported on the following matters:
    a. Legislative and legal matters. Representative Mitch Harper has requested an advisory opinion from the Attorney General's office, but the contents of that opinion have not yet been made available.
    b. State Board of Accounts audit in progress. Audit of the Library's accounts for 1981 and 1982 will be completed within a few days. Dr. Ashton will notify Board members of the date and time of the audit closing discussion.
    c. Film collection gift from GTE. General Telephone of Indiana has given the Library a collection of 120 16mm films, an RTI film cleaning and editing machine, and associated equipment. This gift increases the size of the Library's 16mm film collection by 20%. The Board adopted a formal letter of thanks to General Telephone, which is appended to these Minutes.
    d. Completion of New Haven Branch renovation. The work is at the punch list stage, with plans for a grand opening of the renovated

basement area within the next few weeks. Work on the front steps and railings is in progress.

e. Summer Reading Program. Ethel Elliott, branch manager of the Monroeville Branch Library, reported on the bicycle parade which opened the Summer Reading Program at Monroeville, and reported that over 200 young readers are enrolled at the Monroeville Branch. Similar activities and levels of enrollment are current throughout the system.

f. Library use through 31 May 1983. Overall circulation of books and other materials is up 32% for the first five months of 1983, compared to the same period in 1982. Main Library circulation is up 38%, branches and bookmobiles up 28%. For the Monroeville Branch Library, circulation has increased 52%, as compared to the same period last year. Barring disaster, the Library will circulate well in excess of two million items during 1983.

g. Statistics of public libraries. The national survey, with comparative data, was presented.

h. Other. The Library has received information concerning the state aid to be received after 1 August 1983: $72,447.29.

5. Awarding of contract for purchase of equipment for the video studio. Bids from Audio-Visual Specialists, Thalner Electronics, and B & J Photo, as summarized on the appended document, were reported. The staff recommended that the Board approve the purchase of studio equipment from the low bidder, Audio-Visual Specialists, in the amount of $25,323.70. The Board approved the staff recommendation that the Library purchase portable video equipment from Thalner Electronic Labs, the low bidder, in the amount of $8861.20. The Board authorized the staff to delay placement of the purchase order with

Thalner Electronic Labs until appropriate financing has been secured, as the result of an appropriation by the Fort Wayne City Council.

6. Presentation of the 1984 operating budget preliminary proposal.

   a. Presentation of draft and discussion of process. The preliminary proposal was for $5,200,000, an overall increase in the budget of 4%. Numerous line items remain to be fine-tuned. The preliminary proposal represents no major change in the operation of the Library.

   b. Discussion of needed committee work. The Board will meet, by previous agreement, as a committee of the whole, on Wednesday 29 June at 9 a.m. to review the budget in detail. The committee on compensation should prepare a recommendation concerning salaries before the July regular Board meeting. The committee on insurance will need to review the entire range of health insurance and life and disability insurance coverages in the fall.

   c. Sunday hours evaluation. The Board received and discussed the Sunday hours evaluation as presented by the staff.

7. Approval of the following changes to the authorized staffing table:

TECHNICAL SERVICES DIVISION:

Cataloging Services

DELETE	#556	Grade 4	.8 fte	$5.51 hourly	$ 9,167
ADD	#557	Grade E	1.0 fte		$15,288

Processing Services

DELETE	#586	Grade 3	1.0 fte		$ 9,391

The Board approved the changes as proposed.

8. Approval of the following salaried appointments. The Board approved the following appointments:

Donald W. Fisher Jr., Waynedale Branch, Grade 7, #220, $19,111
Condra Payne, Pontiac Branch, Grade E, #190, $13,977
Ruth Gomez, Children's Services, Grade E, #301, $14,846
Lynda Allen, Government Documents, Grade 3, #333, $9391
Kamil Ott, Housekeeping Services, Grade 2, #477, $8736, Temporary.

finding the talents that many of our older citizens have in painting, quilting, carving and decorating. These are crafts that may die out as these talented individuals die. The Library is one of the repositories of learning and is fostering thru their programs the passing of these skills from one generation to the next.

"Success is never without its challenges and problems as so it is with the Library facility here. First a few facts. The Census Bureau and the Educators are just becoming aware that we are experiencing the beginning of an upturn in the number of babies being born. After a number of years of declining enrollment the Monroeville Elementary School is seeing increased numbers of children entering kindergarten. This coupled with the success of the reading programs strain this building to its limits. Even as you meet here to conduct your business you can see the problem Mrs. Elliott and her staff have in conducting a story time or hosting a demonstration on crafts and allowing usage of the Computer System. There is a need here for more space to conduct these programs.

"Secondly there is a need for greater training on the part of Librarians to obtain new and different skill levels. The computer age is among us and as I stand here I know of children who are as familiar with the computer as I was with a bicycle at their age. We must all learn new skills if we are to survive in the future as predicted by Alvin Toeffle in his recent book "The Third Wave." In our community we are feeling the effects of these changes. Many of our residents are learning new skills. They are using the Library facility to aid in obtaining these knowledge skills. For instance the Librarian should have sufficient training to talk to them about using the computer system which you

provided or to help a user to solve a programming problem. Where else can someone turn to in our community to get the answers they need other than the School or the Library.

"Along with this explosion of information is a need for the most recent materials and information. On a recent trip to the library to seek books on programming, I couldn't find the card file on books but the librarian came to my rescue and located two books on the subject. Both books were inadequate for my needs. Also there was only one current magazine dealing with this field.

"To summarize this for you and to make a statement on behalf of the Monroeville Redevelopment Committee we ask that you consider the following three items as a priority in this Branch Library.

1. Addition of a meeting room.
2. Increase staff training to deal with computer usage and Hi Tech Environment.
3. Greater amount of book, magazine and programs to prepare our population for the computer age.

"In closing it is one thing to present a problem and an entirely different item to be part of the solution. We are willing to work with you on the priorities if you need help. Let us help you keep this library a cornerstone of our community."

The Board discussed the proposals with Mr. Hosfield and directed the staff to investigate further what possibilities might exist for cooperation and development.

11. Adjournment. The Board adjourned.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

23 June 1983

Mr. James M. Whalen
State Vice President and General Manager
General Telephone Company of Indiana
8001 West Jefferson Boulevard
P.O. Box 2300
Fort Wayne, Indiana 46804

Dear Mr. Whalen:

On behalf of the Board of Library Trustees of the Allen County Public Library, I convey to you the thanks of the Library and the entire community for the generous gift of the General Telephone film library collection to the Allen County Public Library.

These 120 16mm films and the film cleaning machine and other equipment items are valued at approximately $74,000. This is the largest single gift given to the Library since Andrew Carnegie signed the check for the original Fort Wayne Public Library building in 1904.

We are happy to be able to continue this film service to the community, and we are grateful for the public spirit of General Telephone Company in making it possible.

Sincerely,

Lu Ann Beaman
President
Board of Library Trustees

EXERCISE 2 : THE HOLDINGS STATEMENT & TAG IDENTIFICATION FOR BOOKS

Call up OCLC record #971999.

Go to the holdings statement by typing dh and depressing DISPLAY RECORD and then SEND. The holdings statement consists of three-letter codes for libraries that have either ordered cards based on this record or have added their code to the holdings statement by using the UPDATE function.

Find a library close to, or in, Pittsburgh, Pa. that holds this book. The way to do this is to go to the lists of participating libraries in *OCLC Participating Libraries*. This directory is in two parts. The first part is arranged alphabetically by library codes, and the second part, alphabetically by network, and under network, alphabetically by institution. The network for the Pittsburgh area is PRLC (Pittsburgh Regional Library Center). Look under PRLC in the second arrangement and check the codes for particular libraries with the codes in the holdings statement until you find a match. To make this exercise easier, look for the code for the Carnegie Public Library of Pittsburgh. Is it in the holdings statement?

1 Code _____ Name of library _____

Go back to the bibliographic record for this book by typing bib and then depressing DISPLAY RECORD and SEND.

Which library cataloged this book? Indicate which tag and subfield code indicate this information.

To answer this question and subsequent questions in this exercise, refer to OCLC's *Fixed and Variable Field Tags for Books*, May, 1979. In the 1960's, the Library of Congress began to issue cataloging data in machine readable form on the MARC (MAchine Readable Cataloging) tapes. These tapes are input to the OCLC data base. The bibliographic cataloging on MARC is coded for ease of input and searching with tags, indicators and subfields. MARC coding, for both the fixed and variable fields, is being used, with minor modifications in a few areas, by OCLC for participating library input. This tagging is explained in the manual referred to above.

2 Tag _____ Subfield code _____
Code _____ Name of Library _____

Which subfield code is used for the name of the inputting library?

3 Subfield code _____

Call up OCLC record #937834.

Indicate which libraries hold this book and the network(s) to which they belong.

PROPOSED PURCHASES FOR TELECOM

(Thalner Electronic Labs, Inc.)

	Equipment	Quantity	Unit Price	Total Price
1.	Panasonic NV 8420 (VCR) (AC Adapter NVB59 included)	4	$ 847.75	$ 3391.00
2.	Panasonic WV 3150 (Camera with battery and charger)	4	1036.80	4147.20
3.	Colortran Pro Light Stands	6	65.00	195.00
4.	ITE T-20 Tripods	4	150.00	600.00
5.	Mini Pro Portable Lights (no lamps)	3	96.00	388.00
6.	Electro-Voice EV-635	2	70.00	140.00
	Portable Subtotal			$ 8861.20

(Audio Visual Specialists Corp.)

7.	Sony FV3T Microphones	6	19.95	119.70
8.	Sony VO 5850 VTR and RM-440 plus cables RCC 5F and dub cable	2 VTR 1 RCU		11729.00
9.	NEC 12" Monitors	2	295.00	590.00
10.	Time Base Corrector Fortel HP	1	5722.00	5722.00
11.	Video Distribution Amplifier 1x6 Model 336 Shintron	1	300.00	300.00
12.	Microphones Shure SM-11	2	74.00	148.00
13.	JVC BP 5300U Player (½ in. editing)	1	1079.00	1079.00
14.	Remote Control JVC RM 88U	1	2436.00	2436.00
15.	Vicon audio follow video 10 position switcher	1	3200.00	3200.00
	Studio Subtotal			$ 25323.70
	Grand Total			$ 34184.90

PROPOSED PURCHASES FOR TELECOM

(Thalner Electronic Labs, Inc.)

Equipment	Quantity	Unit Price	Total Price
1. Panasonic NV 8420 (VCR) (AC Adapter NVB59 included)	4	$ 847.75	$ 3391.00
2. Panasonic WV 3150 (Camera with battery and charger)	4	1036.80	4147.20
3. Colortran Pro Light Stands	6	65.00	195.00
4. ITE T-20 Tripods	4	150.00	600.00
5. Mini Pro Portable Lights (no lamps)	3	96.00	388.00
6. Electro-Voice EV-635	2	70.00	140.00
Portable Subtotal			$ 8861.20
(Audio Visual Specialists Corp.)			
7. Sony FV3T Microphones	6	19.95	119.70
8. Sony VO 5850 VTR and RM-440 plus cables RCC 5F and dub cable	2 VTR 1 RCU		11729.00
9. NEC 12" Monitors	2	295.00	590.00
10. Time Base Corrector Fortel HP	1	5722.00	5722.00
11. Video Distribution Amplifier 1x6 Model 336 Shintron	1	300.00	300.00
12. Microphones Shure SM-11	2	74.00	148.00
13. JVC BP 5300U Player (½ in. editing)	1	1079.00	1079.00
14. Remote Control JVC RM 88U	1	2436.00	2436.00
15. Vicon audio follow video 10 position switcher	1	3200.00	3200.00
Studio Subtotal			$ 25323.70
Grand Total			$ 34184.90

TELECOM EQUIPMENT BIDS

ITEM NO	ITEM	AVS COST	THALNER COST	B&J COST
1	PANASONIC NV8420	2756.00	3391.00	3116.00
1.1	AC ADAPTERS	480.00		
2	WV 3110 CAMERA			
2.1	WV 3060 CAMERA	2396.00		
2.2	WV 3150 CAMERA		4147.20	4210.00
2.3	WV 3160 CAMERA			4814.00
3	COLORTRAN STANDS		195.00	
3.1	LOWELL STANDS	540.00		
4	ITE TRIPODS	480.00	600.00	
5	FV3T MICROPHONES	119.70		131.70
6	MINIPRO LIGHTS		388.00	
6.1	LOWELL LIGHTS	387.00		
7	EV 635 MICROPHONES	150.00	140.00	150.00
8	VO 5850 VTR	11729.00	12180.00	
9	REMOTE CONTROL ETC		1676.00	
10	NEC MONITORS	590.00	550.00	
11	FORTEL CCD 2H-1TBC	5100.00		
11.1	FORTEL HP TBC	5722.00		
11.2	MICROTIME T-1000 T		6255.00	
12	DYNAIR 10X10 ROUTE	6870.00	8250.00	
12.1	VICON 10X SWITCHER	3200.00		
13	DYNAIR 6X6 ROUTER	3770.00	3800.00	
14	SHINTRON VDA 1X4	0.00		
14.1	SHINTRON VDA 1X6	300.00		
14.2	SIGMA VDA100		300.00	
15	SHURE SM-11 MIC	148.00	144.00	
16	JVC 5300U PLAYER	1079.00	1200.00	
17	JVC RM 88U	2436.00	2688.00	

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM: 6C
Requested Action: Receive Report

SUNDAY HOURS EVALUATION

When the Board of Library Trustees approved the administrative proposal for opening the Main Library on Sunday afternoons beginning in January 1983, the Board attached to that approval a requirement that an evaluation of Sunday hours be undertaken in conjunction with the drafting of the 1984 budget. This document is intended to respond to that directive of the Board.

The Main Library was open nineteen Sunday afternoons, January through May, and will be open fifteen additional Sunday afternoons, September through December, from 1 p.m. to 6 p.m. All Main Library public services with the exception of Talking Books and the Telecommunication Center are open during these hours.

In terms of the number of books and other library materials circulated and the number of reference questions answered each hour, Sunday has become the busiest time of the week at the Main Library. On an average, the Main Library has circulated 225 items per hour open during the period January through May. During the Sunday hours, the average number of items circulated per hour has been 309. The three major general reference departments of the Main Library, Reference Services, Business and Technology, and Government Documents, have answered an average of 29 questions per hour during the first five months, and an average of 35 questions per hour on Sundays. Circulation varied from a high of

1801 items on 6 March to a low of 902 on 8 May. Two-thirds of the Sundays fell less than one standard deviation from the mean, between 1360 and 1740 items circulated.

The major surprise in the use statistics was in the Genealogy Department. We had expected that Genealogy users would take advantage of Sunday hours more than in any other department. This expectation was not met. The average number of items paged per hour in Genealogy for the first five months of the year was 77 items. For the Sunday hours, the average was 63 items.

Many aspects of the Sunday situation are not revealed by the statistics. Even though the circulation and reference statistics are higher than average, they do not reflect the additional very large amount of use by people who came to the Library on Sunday to study or to use materials and services in the building. A large number of first-time Library users, especially in Art, Music, and Audiovisual Services, Genealogy, and Children's Services, appeared. There was a remarkable upsurge in the number of families coming to the Library as a group.

In the information service departments, the types of service on Sundays closely paralleled the patterns experienced for many years on Saturdays. A study hall atmosphere prevailed. Many questions were homework-oriented. There were fewer telephone calls than normal. Many of these were from persons inquiring about whether the Library was open. The Government Documents Department was heavily used by attorneys on Sundays. Our expectation that Sunday service might reduce some of the pressure on Saturday, traditionally the busiest information service day, did not materialize.

During the last hour of the day, from 5 p.m. to 6 p.m., a noticeable drop in all areas occurred. Even the traditional users who stay until the last minute, especially genealogists and students, began leaving around 5 p.m. Some departments adjusted their staffing for this situation.

The additional cost of the staffing for Sundays has been less than originally anticipated. In the Support Services areas where additional staff for the circulation desk, housekeeping, security, and the switchboard were necessary, it has been necessary to add the full 39.5 hours per week of labor at an average wage of about $3.70 per hour. In the Public Services area, the anticipated additional 55 hours of labor spread among several different public services departments has not been necessary. The public services departments have operated with an average of 45 additional hours of labor at an average cost of $5 per hour.

The reaction of staff to the Sunday hours has been varied. Most staff members have considered Sunday work a necessary part of service to the public, even though it is inconvenient to the employees. Only one staff member registered a formal objection to Sunday work on religious grounds and was excused from Sunday scheduling.

A few staff members, especially persons attending school, preferred to work on Sunday. Others found it an extra burden. Illnesses and vacancies in some departments resulted in a number of staff members having to work more than the originally anticipated two Sundays per month.

Some staff members, especially those in responsible positions, found that working on Sunday caused a constriction and a pressuring of their schedules

during the rest of the week, when interaction with vendors, other staff members, and outside agencies was possible.

Most staff members did not believe that eight hours of pay for the five hours worked on Sundays was a particularly attractive incentive. Many part-time employees, who were paid straight time on Sunday, saw this as a problem for them.

In sum, the public service success of Sunday hours is clear. Excellent response by the community has been the norm. Some problems with effective scheduling of staff remain, but these do not seem insurmountable.

It is the recommendation of the administration that the Sunday hours of service at the Main Library continue in 1984, and that the 1984 operating budget provide accordingly.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

June 23, 1983

To the Board of Library Trustees:

Rick J. Ashton, Director

RICK J. ASHTON
DIRECTOR

FINES AND MISCELLANEOUS RECEIPTS
MAY 1983

Main Library Fines		$2,878.54
Georgetown Branch Library	1,168.06	
Hessen Cassel Branch	473.81	
Little Turtle Branch	574.46	
Pontiac Branch	15.61	
Shawnee Branch	425.59	
Tecumseh Branch	307.90	
Waynedale Branch	341.90	
Harlan Branch	40.00	
Monroeville Branch	42.00	
Bookmobile #1	51.50	
Bookmobile #2	55.00	
Bookmobile #4	28.50	
Bookmobile #7	14.00	3,538.33
Rent (Downtown Service Center)		1,000.00
Rent (Tri-Alsa)		485.00
Light & Breuning (Parking Lots)		7,349.60
OCLC Payment (Tri-Alsa)		86.50
Copier Receipts		7,766.52
Ziff-Davis Pub. Co. Refund		42.00
Doubleday & Co. Postage Refund		4.79
Snyder Dist. Co. Commission		12.50
Nitz Distributors Commission		8.96
Telephone Pay Station Commission		33.06
Printing (Tri-Alsa)		54.93
C. J. Tower & Sons Refund		86.40
Mileage - Ashton		52.80
Bureau of Nat. Affairs Subscription Refund		414.00
Books		232.98
Subscription Fees		100.00
Piano Fees		20.00
Old Newspaper Receipts		19.80
Book Bag Receipts		15.50
Reserve Postals		18.00
Pamphlets & Catalogs		20.00
		$24,240.21

APPROVED
Rick J. Ashton
DIRECTOR

Rent (Business Service Center)	1,[illegible]
Rent (Tri-Alex)	[illegible]
Light & Power (Tri-Alex)	[illegible]
ODOC Payroll (Tri-Alex)	[illegible]
Mill-Service Sub. Co. Bond	[illegible]
Secretary & Co. Service Bond	[illegible]
Sale distributors Commission	[illegible]
Telephone Pay Station Commission	[illegible]
G. L. Power Bond Bond	[illegible]
Mileage - Auto	[illegible]
Dues	[illegible]
Subscription Dues	[illegible]
Piano Dues	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY IMPROVEMENT RESERVE FUND

Public Library Bills June 23, 1983

FAL Electric Co., Inc.	Basement renovation New Haven Branch Library - Electrical	$475.38

Mary M. Kellinger

Sarah K. Tacier

Elmer Hanaway Jr

Lu Ann Seaman

APPROVED

Kelly J. Abbott

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LSCA-MURL FUND

Public Library Bills		June 23, 1983
Baker & Taylor Company	Books	$11,220.00

Thomas M. Kiehlinger

Gerald K. Tazewell

James H. Conway Jr

Lulu Ann Seaman

APPROVED

Kile J. Ashton

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills

June 23, 1983

Eva Collis	Summer Reading Program Reception Orange-Pineapple Juice, cookies, gingerale, name tags	$ 24.54
Custom Art Screen Printing, Inc.	Bumper stickers (Summer Reading Program)	457.00
Genealogical Society of Northeast Texas	Book (In memory of Mrs. Imogene Brown)	11.00
Dennis P. Harrington	Refund for Genealogy Research class unable to attend	30.00
Koehlingers Schwinn	Schwinn bike (Summer Reading Program)	100.00
Paper Stack	Reading and Rolling Posters (Summer Reading Program)	35.00
Roller Dome North	Gift Certificate (Summer Reading Program)	50.00
Ed Scheumann	Stems of broom straw (Summer Reading Program)	10.00
Cynthia Woodruff	Orange drink (Grandparent Day)	10.00
		$727.54

Nancy M. Kissinger

Michele K. Tazian

James Hardiman

Ruth Ann Seaman

APPROVED

Lidell J. Ashton

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

BOND AND INTEREST REDEMPTION FUND

Public Library Bills — June 23, 1983

Fort Wayne National Bank	Bonds and coupons due July 1, 1983	$177,242.50
Lincoln National Bank & Trust Company	Bonds and coupons due July 1, 1983	133,818.62
		$311,061.12

Mary M. Kellinger

Gerald K. Tyndall

James Armstrong Jr.

Lu Ann Seaman

APPROVED

Dick J. Ashton

DIRECTOR

ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS
FORT WAYNE, INDIANA 46801

Rick J. Ashton

24 June 1983

NOTICE TO ALL LIBRARY BOARD MEMBERS AND ALL MEDIA

The Board of Library Trustees of the Allen County Public Library will meet at 9:00 a.m. on Wednesday 29 June 1983 in the Board Room of the Main Library, 900 Webster Street, Fort Wayne.

At this meeting, the Board will sit as a Committee of the Whole to consider the 1984 Allen County Public Library operating budget.

RJA/cma

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

26 July 1983

MEMO

To: All Library Board Members

From: Rick Ashton Rick Ashton/cpa

Re: Regular Board Meeting, Thursday 28 July 1983

The Board of Library Trustees of the Allen County Public Library will meet at the New Haven Branch Library at 3:00 p.m. on Thursday 28 July. It will be our first opportunity to use the newly refurbished basement community room of the New Haven Branch building.

The enclosed materials are provided for your use in preparation for the meeting. The resolution to advertise a 1984 operating budget, levy, and tax rate and a 1984 bond and interest redemption fund budget, levy, and tax rate is the most important item on the agenda. I look forward to seeing you Thursday in New Haven.

RJA/cma

ACPL
ALLEN COUNTY PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Thursday 28 July 1983
3:00 p.m.
New Haven Branch Library, 435 Ann Street, New Haven, Indiana 46774

1. Adoption of the agenda.

2. Approval of the Minutes of the 23 June 1983 regular Board meeting.

3. Reception of the 30 June 1983 financial report.

4. Report of the Director.
   A. State Board of Accounts audit report.
   B. Indiana State Library and Historical Board meeting, 8 August.
   C. Summer Reading Program progress report.
   D. National Endowment for the Humanities panel.
   E. Recent Library publicity.
   F. Other.

5. Report and recommendation of the Committee on Compensation.

6. Adoption of a resolution to advertise a 1984 budget, levy, and tax rate for the operating fund and the bond and interest redemption fund.

7. Approval of an agreement with Tri-ALSA.

8. Appointment of a director for the Tri-ALSA Board of Directors.

9. Awarding of a contract for purchase of a two-color offset printing press.

10. Approval of the following changes to the authorized staffing table:
    TECHNICAL SERVICES DIVISION

Acquisitions Services					
DELETE	#564	Grade 3	1.0 FTE	$9391	
Processing Services					
ADD	#587	Grade 2	1.0 FTE	$9391	(frozen salary)
RECLASSIFY	#572	Grade 3 to Grade 2	1.0 FTE	$9391	(frozen salary)

11. Approval of payment of the following bills:

Operating Fund	$129,087.43
Library Improvement Reserve Fund	627.65
Gift Fund	1,353.25
Indiana Library & Trustee Association	20.00
Blue Cross Hospital Service	5,825.00
NFLCP National Convention	215.00
Fort Wayne National Bank	25,143.75
Mutual Benefit Life	1,944.68

United States Postal Services	3,000.00
PERF-OASI Division	12,587.86
Public Employees Retirement Fund	12,903.94
Amtrak	51.00
Indiana Vocational Technical College	55.00
Indiana and Michigan Electric Company	11,048.95
Indiana Employment Security Division	517.23

12. Other business.

13. Adjournment.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

28 July 1983

The Board of Library Trustees met at 3:00 p.m. at the New Haven Branch Library. Members present: Mrs. Lu Ann Beaman, Mrs. Patricia Beers, Mr. James Ganaway, Mrs. Rae Gates, Mrs. Mary Koehlinger. Mrs. Beaman presided.

1. Adoption of the agenda. The Board adopted the agenda as circulated.
2. Approval of the Minutes of the 23 June 1983 regular Board meeting. The Board approved the Minutes as circulated.
3. Reception of the 30 June 1983 financial report. The Board received the report as circulated.
4. Report of the Director. Dr. Ashton reported on the following matters:
   A. State Board of Accounts audit report. At the audit closing meeting between State Board of Accounts field examiners and Library staff on 6 July 1983, the examiners made several recommendations. None of these recommendations had to do with any accounting or bookkeeping problems. The excellent condition of the Library books is a tribute to the excellent work of Jacqueline Belschner. The State Board of Accounts field examiners recommended that all gifts to the Library be receipted to the operating fund unless designated for a specific purpose. The staff have requested further clarification, since this instruction contradicts previously received instructions. A written travel policy should be established by the Library Board. The staff will submit a proposed policy. A complete inventory of all equipment owned by the Library should be maintained. Arrangements will be made to initiate the development of an inventory over a period of time.

B. Indiana State Library and Historical Board meeting, 8 August. The governing board of the Indiana State Library and Indiana Historical Bureau will meet in the Board Room of the Main Library at 9:30 a.m. on 8 August. The Board rarely meets outside Indianapolis, and its visit to Fort Wayne is an excellent opportunity to allow state-level officials to learn about the Allen County Public Library.

C. Summer Reading Program progress report. The Summer Reading Program will end on 29 July and roller skating parties will be held during the following week. Figures on readership, number of children participating, number of books read, and prize and promotional and celebrational activities will be available for the August Board meeting.

D. National Endowment for the Humanities panel. Dr. Ashton will serve on a review panel for the Challenge Grants Office of the National Endowment for the Humanities in August. This panel will review approximately 15 proposals from public libraries for National Endowment for the Humanities challenge grants, which are grants which must be matched with local financial efforts. This is an opportunity to work closely with an important federal agency which may eventually help the Library.

E. Recent Library publicity. Dr. Ashton mentioned two recent issues of the News-Sentinel Neighbors supplement, which have featured branch libraries.

F. Other. None.

5. Report and recommendation of the Committee on Compensation. Mrs. Beaman presented the report and recommendations. The Board approved the report and recommendations as presented.

6. Adoption of a resolution to advertise a 1984 budget, levy, and tax rate for the operating fund and the bond and interest redemption fund. The Board approved a resolution for the following amounts:

	Budget	Levy	Rate
OPERATING FUND	$5,352,184	$4,165,676	$ .35
BOND AND INTEREST REDEMPTION FUND	$ 351,745	$ 310,950	$ .03

7. Approval of an agreement with Tri-ALSA. The Board approved an agreement for rental of space and access to collections and services with Tri-ALSA for the period 1 October 1983-30 September 1984.

8. Appointment of a director for the Tri-ALSA Board of Directors. The Board appointed Sheldon B. Kaye, branch and bookmobile manager, to serve a three-year term as a director on the Tri-ALSA Board of Directors, representing the Allen County Public Library.

9. Awarding of a contract for purchase of a two-color offset printing press. In response to the staff recommendation, the Board awarded a contract to the Kalamazoo Printing Machinery Company for a Hamada 770 printing press in the amount of $17,699, with trade-in of the Multilith 1250 number 221443 press now owned by the Library.

10. Approval of the following changes to the authorized staffing table. The Board approved the following changes:

TECHNICAL SERVICES DIVISION

Acquisitions Services				
DELETE	#564	Grade 3	1.0 FTE	$9391
Processing Services				
ADD	#587	Grade 2	1.0 FTE	$9391 (frozen salary)

RECLASSIFY	#572	Grade 3 to Grade 2	1.0 FTE	$9391 (frozen salary)

11. Approval of payment of the following bills. The Board approved payment of the following bills:

Operating Fund	$129,087.43
Library Improvement Reserve Fund	627.65
Gift Fund	1,353.25
Indiana Library & Trustee Association	20.00
Blue Cross Hospital Service	5,825.00
NFLCP National Convention	215.00
Fort Wayne National Bank	25,143.75
Mutual Benefit Life	1,944.68
United States Postal Services	3,000.00
PERF-OASI Division	12,587.86
Public Employees Retirement Fund	12,903.94
Amtrak	51.00
Indiana Vocational Technical College	55.00
Indiana and Michigan Electric Company	11,048.95
Indiana Employment Security Division	517.23

12. Other business. None.

13. Adjournment. The Board adjourned at 3:43 p.m.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

18 August 1983

A public hearing for the purpose of receiving public comment on the advertised 1984 operating budget, levy, and rate and the 1984 bond and interest redemption fund budget, levy, and rate was held in the board room of the Main Library at 3:00 p.m. on Thursday 18 August 1983.

Present: Mr. Zohrab Tazian, Vice-President. Staff: Rick J. Ashton, Director, Jacqueline Belschner, Financial Manager.

Mr. Tazian opened the hearing. No member of the public appeared for the purpose of speaking on the advertised items. After 15 minutes, Mr. Tazian closed the hearing.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM: 5
Requested Action: Approval of report and recommendation

MEMO

To: The Board of Library Trustees

From: The Committee on Compensation
Alan McMahan, chairman
Lu Ann Beaman
Zohrab Tazian

Re: Report and recommendations for the 1984 operating budget

1. The Committee on Compensation recommends that the authorized staffing level for the Allen County Public Library be set at 185.2 full-time equivalent positions for 1984.

2. The Committee on Compensation recommends a six per cent (6%) general salary increase for Library staff for 1984.

3. The Committee on Compensation recommends that a lump-sum budget figure of $2,564,116 be used in the adoption of the 1984 budget.

4. The Committee on Compensation recommends that the staff submit for Board approval at the October meeting a full authorized staff and salary list.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM: 7
Requested Action: Approval of agreement

See attached sheets.

ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM: 9
Proposed Action: Awarding of Purchase Order

PURCHASE OF A TWO-COLOR OFFSET PRINTING PRESS

Several months ago the Board authorized the staff to advertise for bids for a two-color offset printing press.

Specifications were advertised in early July. Bids were opened on 26 July. The following bids were received:

AB Dick Products	AB Dick Model 9850	$17,228.50
Multigraphics	Metallist 1870	$18,038.52
KPM Crescent	Hamada 770	$17,699.00

All three bids met all technical specifications. On the basis of demonstrated equipment performance, quality of equipment construction, quality of competitive features, testimonials of current references, equipment serviceability, and price, the staff recommends the awarding of the purchase order to Kalamazoo Printing Machinery Company for a Hamada Model 770 press, with trade-in of the Multilith 1250 Serial Number 221443 included in the purchase price.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

July 28, 1983

To the Board of Library Trustees:

Rick J. Ashton, Director

RICK J. ASHTON
DIRECTOR

FINES AND MISCELLANEOUS RECEIPTS

JUNE 1983

Main Library Fines		$2,635.98
Georgetown Branch Library	1,126.37	
Hessen Cassel Branch	350.05	
Little Turtle Branch	526.70	
Pontiac Branch	23.10	
Shawnee Branch	451.00	
Tecumseh Branch	264.58	
Waynedale Branch	340.70	
Harlan Branch	35.00	
Monroeville Branch	18.00	
New Haven Branch	220.53	
Woodburn Branch	148.60	
Bookmobile #1	40.00	
Bookmobile #2	60.00	
Bookmobile #5	30.00	
Bookmobile #7	9.00	3,643.63
Rent (Downtown Service Center)		1,000.00
Rent (Tri-Alsa)		485.00
OCLA Payment (Tri-Alsa)		86.50
Parking Lots (Light & Breuning)		7,792.14
Copier Receipts		6,786.14
Lincoln National Life Ins.Co. B.A.S.E.		5,000.00
Snyder Dist. Co. Commission		11.20
Fort Wayne Cinema Center, Inc.		620.00
Mileage - Ashton		52.80
OCLA Request Charges (Tri-Alsa)		23.94
Genealogy Research Refund		25.00
Piano Fees		30.00
Subscription Fees		140.00
Books		141.03
Telephone Pay Station Commission		43.64
Book Bag Receipts		65.00
Reserve Postals		22.00
Pamphlets		9.00
		$28,613.00

APPROVED
Rick J. Ashton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

July 28, 1983

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES MARCH 16 - JULY 15, 1983

Mar.	21	Librarian's expense (Kaye)	323	15.40
	24	Telephone extension cord	234	8.95
Apr.	11	Librarian's expense (Kaye)	323	6.45
May	12	Gasoline	222	5.00
	24	Librarians expense (Indpls.)	323	10.44
June	7	Bid forms	211	3.75
	8	Wing nuts for light stand	234	8.56
	20	City map	453	1.84
	23	Recording of contracts	314	20.00
	24	Felt	223	5.73
	29	Knob	234	5.61
July	14	10 copies of Neighbors	452	2.50
	15	10 copies of Neighbors	452	2.50
				$96.73

APPROVED
Rick J. Ashton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY IMPROVEMENT RESERVE FUND

Public Library Bills July 28, 1983

F A L Electric Company Inc.	Basement Renovation at New Haven Branch - Retainage	$528.20
Schenkel Scheele Inc.	Labor and materials to install New lockset - New Haven Branch	99.45
		$627.65

Rae Gates

Mary Koehlinger

Lillian Seaman

James V. Hanavan

Felicia Rice

APPROVED

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills — July 28, 1983

Marie A. Carteaux	Health foods (SRP)	$15.00
Michael B. Clegg	Instructing ACPL Class "Introduction to Genealogical Research"	750.00
Eva Collis	Brown paper bags & popcorn (SRP)	14.71
Ernie Johnson	Magic shows (SRP)	100.00
K Mart	Supplies (SRP)	26.67
Laurabelle McCaffery	Crafts (SRP)	12.45
Scott Mertz	Train rental (SRP)	30.00
Richard's Bakery Inc.	Tea cookies	2.88
Stephen Riedel	Mime shows (SRP)	150.00
S & S Arts and Crafts	Scissors & brushes (SRP)	27.54
Barbara Swartzlander	Candy for Bookmobile #6 contest (SRP)	6.74
Unique Lighting	Lighting and Sound (SRP)	200.00
United Supply Co., Inc.	Crafts (SRP)	14.74
Cynthia Woodruff	Crafts (SRP)	2.52
		$1,353.25

Rae Sates
Mary Shellinger
Sullyann Fleming
S. Beer
James V. Hanaway

APPROVED
Lilli T. Allen
DIRECTOR

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

22 August 1983

To: All Library Board Members

From: Rick Ashton RJA/cma

The Board of Library Trustees will meet in regular session on Thursday 25 August 1983 at 3:00 p.m. in the board room of the Main Library. One of the most important actions of the year, the adoption of the 1984 budget, is on the agenda.

The remainder of the agenda is fairly short.

I look forward to seeing you Thursday.

Please remember that there will be a meeting at 2:00 p.m. Thursday with members of the Board of the Friends of the Allen County Public Library.

RJA/cma

ACPL
ALLEN COUNTY PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

22 August 1983

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Thursday 25 August 1983
3:00 p.m.
Board Room, Main Library, 900 Webster Street, Fort Wayne, Indiana 46802

1. Adoption of the Agenda.

2. Approval of the Minutes of the 28 July 1983 regular Board meeting.

3. Approval of the Minutes of the 18 August 1983 public hearing on the 1984 budget.

4. Reception of the 31 July 1983 financial report.

5. Report of the Director.
   A. Summer Reading Program.
   B. Law concerning Board appointments.
   C. LSCA grant proposal.
   D. Law concerning conflict of interest.
   E. Report on reorganization progress.
   F. Other.

6. Adoption of the budget, tax levy, and tax rate for the 1984 operating budget and 1984 bond and interest redemption fund budget.

7. Opening of bids and awarding of a temporary loan for $900,000.

8. Approval of payment of the following bills:

Operating Fund	$109,438.63
Library Building and Equipment Fund	11,945.51
Gift Book Fund	605.04
Gift Fund	1,198.91
Blue Cross Hospital Service	5,685.40
Convergence Corp.	214.65
Mutual Benefit Life	1,822.48
Grueninger Travel Service	383.00
PERF-OASI Division	19,842.91
Indiana and Michigan Electric Co.	13,251.22
Mobil Oil Credit Corp.	885.19
Newcomers Club	6.95
Performance Seminar Group	340.00

9. Other business. Personnel

10. Adjournment.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

25 August 1983

The Board of Library Trustees of the Allen County Public Library met in regular monthly session at 3:00 p.m. on Thursday 25 August 1983 in the Board Room of the Main Library. Members present: Lu Ann Beaman, Zohrab Tazian, Mary Koehlinger, James Ganaway. Members absent: Patricia Beers, Rae Gates, Alan McMahan. Mrs. Beaman presided.

1. Adoption of the Agenda. The Board adopted the Agenda as circulated, with the addition of a personnel item under Agenda item 9, Other business.
2. Approval of the Minutes of the 28 July 1983 regular Board meeting. The Board approved the Minutes as circulated.
3. Approval of the Minutes of the 18 August 1983 public hearing on the 1984 budget. The Board approved the Minutes as circulated.
4. Reception of the 31 July 1983 financial report. Dr. Ashton presented the report, noting that 51.1% of the year's appropriation has been spent after seven months.
5. Report of the Director. Dr. Ashton reported on the following matters:
    A. Summer Reading Program. 142,910 books were read by 6463 children during the eight week program. 252 children read at least 100 books. 1119 read at least 50 books. 2475 children read at least 25 books. 3669 children read at least 10 books. Similar levels of participation were noted in the middle school level program, for which 421 students were registered. A $5000 grant from the Friends of the Allen County Public Library supported this successful summer program, the fourth active system-wide Summer Reading Program.

B. Law concerning board appointments. Oral information has been received from the Office of the Attorney General of Indiana, counseling all library boards to continue business as usual, since it was not the intention of the legislature in revising the structure of appointing powers to dissolve any library board. Further corrective action will be needed in the next session of the legislature.

C. LSCA grant proposal. The Allen County Public Library's proposal for a two-year grant for retrospective conversion of bibliographic records has not been funded. Further information concerning this decision has been requested from the Indiana State Library.

D. Law concerning conflict of interest. The new, complex statute requires disclosure in many situations. Dr. Ashton will attempt to develop a regular procedure in this area. This is an area of concern both for library employees and board members.

E. Report on reorganization progress. Appointments have been made at the department head and professional librarian levels for the newly reorganized departments. Efforts to develop names for the new departments and to reorganize space in the Main Library to accommodate them are now underway. Some disruption of library service will occur this fall, as these changes happen, but the overall impact is expected to be very positive.

F. Other. None.

6. Adoption of the budget, tax levy, and tax rate for the 1984 operating budget and 1984 bond and interest redemption fund budget. The Board adopted the budgets, levies, and rates as previously advertised.

7. Opening of bids and awarding of a temporary loan for $900,000. The Board opened the following bids:

Fort Wayne National Bank	6.75%
Indiana Bank	5.95%

The Board awarded the loan to Indiana Bank.

8. Approval of payment of the following bills. The Board approved payment of the bills as circulated.

9. Other business. Jacqueline Belschner informed the Board that she plans to retire from service as financial manager of the Allen County Public Library on 30 September 1983. She has served the Library for 37 years. Dr. Ashton informed the Board that the accounting firm of Drees, Robinson, and Perugini has been engaged to provide consulting services, training, and advice during the period of transition. He also reported that State Board of Accounts representatives are available to advise the Library as well. Board members expressed thanks to Jacqueline Belschner for her excellent work.

10. Adjournment. The Board adjourned.

INDIANA BANK

915 South Clinton
Fort Wayne, Indiana 46802

Member FDIC

August 22, 1983

Mrs. Lu Ann Beaman, President
Board of Library Trustees
Allen County Public Library
900 Webster Street
P.O. Box 2270
Fort Wayne, Indiana 46801

Re: Temporary Loan to Public Library of Fort Wayne and Allen County

Dear Mrs. Beaman:

Per Dr. Rick H. Ashton's letter dated August 16, 1983, we have been asked to bid on a temporary loan dated August 31, 1983, for the sum of $900,000.00 due and payable on or before December 30, 1983. Assuming the fully tax-free status of this loan and further stating that no collusion exists between ourselves and any other bidder, we respectfully submit our bid at an interest rate of 5.95 per cent.

Should we become the successful bidder, we ask that you contact my office directly. Also, should there be any questions concerning our bid, please advise.

Very truly yours,

Thomas G. Blume
Senior Vice President

TGB/jlh

FORT WAYNE NATIONAL BANK
110 WEST BERRY STREET · P.O. BOX 110 · FORT WAYNE, INDIANA 46801
(219) 426-0555

August 24, 1983

Mrs. LuAnn Beaman
President
Board of Trustees
Allen County Public Library
900 Webster Street
P. O. Box 2270
Fort Wayne, Indiana 46801

Dear Mrs. Beaman:

In response to the letter of Mr. Rick J. Ashton, Director, and in accordance with the advertisements for bids as published in the local newspapers, we wish to enter our bid for the temporary loan totaling $900,000 to be used for operating expenses during the period from August 31, 1983 to December 30, 1983.

This loan will be made up of loans to the Board of Trustees of Allen County Public Library and for the purchase of these loans totaling $900,000 we bid:

Six and Three Fourths Per Cent (6.75%).

Interest will be charged only from the date of advance to the date of final payment.

We are always pleased to be able to bid on these loans and hope that we may be of help to you.

Very truly yours,

Richard R. Monn
Vice President

RRM:jih

AFFIDAVIT OF NON-COLLUSION

STATE OF INDIANA)
SS:
COUNTY OF ALLEN)

Richard R. Monn of Fort Wayne National Bank, being duly sworn says that no collusion exists between Fort Wayne National Bank and any other bidder for temporary loans of $900,000 to the Board of Trustees of Allen County Public Library.

Further Affiant saith naught.

Signed this 24th day of August 1983.

FORT WAYNE NATIONAL BANK

BY _____
Richard R. Monn, Vice President

Subscribed ans sworn to before me this 24 day of August, 1983.

Janet Helfrich
Janet Helfrich - Notary Public
Resident of Allen Co., IN

My commission expires:
September 24, 1986.

ANTHONY WAYNE BANK
berry at clinton — fort wayne, ind. 46802 ph. (219) 423-3611

Howard W. Zimmerman
Vice President

August 22, 1983

Mrs. Lu Ann Beaman, President
Board of Library Trustees
Allen County Public Library
900 Webster Street
P.O. Box 2270
Fort Wayne, Indiana 46801

Dear Mrs. Beaman:

Your request for a bid on the Allen County Public Library for a temporary loan of $900,000.00 has been referred to me. Unfortunately, due to current economic times, we are not in a position to submit a bid on this loan based on the tax free nature of the income.

We would, however, be willing to grant said loan at a rate of Prime for any portion of the $900,000.00 for the period of August 31, 1983 until December 30, 1983.

I affirm that neither myself or any other member of the official staff of Anthony Wayne Bank has colluded with any other possible bidder for such loan.

Very truly yours,

Howard W. Zimmerman

HWZ/tsp

26 August 1983

Mr. Thomas G. Blume
Senior Vice President
Indiana Bank
915 South Clinton Street
Fort Wayne, Indiana 46802

Dear Tom:

Thank you for your proposal for a temporary loan to the Allen County Public Library. At the regular Board meeting on 25 August, the following bids were received:

Indiana Bank	5.95%
Fort Wayne National Bank	6.75%

The Board of Library Trustees awarded the temporary loan to Indiana Bank. We shall draw the $900,000.00 on 31 August 1983 and repay the amount on or before 30 December 1983.

Thank you for your continuing interest in the financial health of the Allen County Public Library.

Sincerely,

Rick J. Ashton
Director

RJA/cma
cc: Jacqueline Belschner

26 August 1983

Mr. Richard R. Monn
Vice President
Fort Wayne National Bank
110 West Berry Street
P.O. Box 110
Fort Wayne, Indiana 46801

Dear Mr. Monn:

Thank you for your bid on the temporary loan of $900,000.00 to the Allen County Public Library. At its meeting on 25 August 1983, the Board of Library Trustees received two bids. They were as follows:

Indiana Bank	5.95%
Fort Wayne National Bank	6.75%

The Board awarded the temporary loan to Indiana.

Thank you for your continuing interest in the financial health of the Allen County Public Library.

Sincerely,

Rick J. Ashton
Director

RJA/cma
cc: Jacqueline Belschner

26 August 1983

Mr. Howard W. Zimmerman
Anthony Wayne Bank
Berry at Clinton
Fort Wayne, Indiana 46802

Dear Mr. Zimmerman:

Thank you for your letter in response to the invitation to bid on a temporary loan of $900,000.00. I am sorry that we did not receive a bid from you.

The Board of Library Trustees received the following bids:

Indiana Bank	5.95%
Fort Wayne National Bank	6.75%

The Board awarded the loan to Indiana Bank.

I look forward to the prosperous time when all five Fort Wayne banks will be in a position to bid on these tax-free loans. Thank you for your continuing interest.

Sincerely,

Rick J. Ashton
Director

RJA/cma
cc: Jacqueline Belschner

GLENN A. BORDEN
Vice President

219/423-6367

August 24, 1983

Mrs. Lu Ann Beaman
President
Board of Library Trustees
Allen Co. Public Library
P.O. Box 2270
Ft. Wayne, IN. 46801

Dear Mrs. Beaman:

Thank you for the invitation to bid on your $900,000. tax anticipation loan. Unfortunately, the bank's current need for tax free income precludes us from acquiring any additional tax exempt assets. We trust this will be only a temporary posture and that we will be prepared to make affirmitive bids for your needs in the future.

Sincerely,

Glenn A. Borden

Glenn A. Borden
Vice President

GAB/ld

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

August 25, 1983

To the Board of Library Trustees:

Rick J. Ashton, Director

RICK J. ASHTON
DIRECTOR

FINES AND MISCELLANEOUS RECEIPTS

JULY 1983

Main Library Fines		$1,884.89
Georgetown Branch Library	$1,064.74	
Hessen Cassel Branch	359.15	
Little Turtle Branch	529.60	
Pontiac Branch	20.35	
Shawnee Branch	456.40	
Tecumseh Branch	229.05	
Waynedale Branch	291.85	
Harlan Branch	34.00	
Monroeville Branch	42.00	
New Haven Branch	158.30	
Woodburn Branch	38.00	
Bookmobile #1	46.13	
Bookmobile #2	30.00	
Bookmobile #4	37.00	3,336.57
Rent (Downtown Service Center)		1,000.00
Rent (Tri-Alsa)		485.00
OCLC Payment (Tri-Alsa)		86.50
Copier Receipts		5,941.77
Parking Lot Lease (Light & Breuning)		6,287.20
Books		180.38
Subscription Fees		100.00
Snyder Dist. Co. Commission		11.55
Unattended Workshop (Telecom)		30.00
Postage Refund		2.89
Book Bag Receipts		23.00
Old Newspaper Receipts		28.40
Telephone Pay Station Commission		18.68
Piano Fees		20.00
Reserve Postals		19.00
Pamphlets & Catalogs		64.00
		$19,519.83

APPROVED
Rick J. Ashton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT BOOK FUND

Public Library Bills		August 25, 1983
Raymond B. Clark, Jr.	Books	$ 49.89
Gale Research Company	Books	535.90
National Georgraphic Society	Books	10.25
Sangamon County Genealogical Society	Book	9.00
		$605.04

Mary M. Kellerer

James V. Hanamay Jr

Gabriel K. Tayman

APPROVED

Rebecca T. Ashton

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY BUILDING AND EQUIPMENT FUND (1977)

Public Library Bills August 25, 1983

Audio-Visual Specialists Corp.	Video equipment for TV studio	$11,945.51

Sylvan Beaman

Mary M. Koelle

James V. Hanna, Jr.

Jakub K. Tyan

APPROVED

Rick J. Ellis

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills — August 25, 1983

United States Postal Service	20¢ stamps (SRP)	80.00
Boxberger's Inc.	Craft supplies (SRP)	14.48
BYU Press Business Office	Books (GC Class)	498.51
Ellison Bakery, Inc.	Cookies (SRP)	186.55
Donald W. Fisher Jr.	McDonald's orange (SRP)	20.00
Mary J. Leffers	McDonald's orange (SRP)	5.00
Laura McCaffery	Supplies (SRP)	31.99
Patricia Moorman	Atz Gift Certificates (SRP)	50.00
Condra Payne	McDonald's orange (SRP)	10.00
RKO Bottlers of Fort Wayne	Soft drinks (SRP)	41.40
S & S Arts and Crafts	Light switch covers, bright lite panels (SRP)	26.44
Sandy Thieme - Sweetcakes	Clown at Hessen Cassel Branch (SRP)	40.00
Tri-Alsa	Summer Reading Program materials	83.52
Walt Disney Educational Media Company	Rental of 16mm film (SRP)	105.00
Cynthia Woodruff	McDonald's orange and straws (SRP)	6.02
		$1,198.91

Mary M. Koebberge
James V. Hanamayer
Gabriel H. Tigrian

APPROVED
Lucille J. Haba
DIRECTOR

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

19 September 1983

To: All Library Board Members

From: Rick J. Ashton RJA/cma

Re: The 22 September Regular Board Meeting

The Board of Library Trustees will meet for its regular monthly meeting on Thursday 22 September 1983 at 3:00 p.m. at the Little Turtle Branch Library, 2201 Sherman Boulevard, Fort Wayne, Indiana 46808. The agenda, as you will see, is fairly long. It represents a substantial amount of committee work.

Item 5 on the agenda is a presentation from Fred Hunter, a representative of the Alley Mall group. Mr. Hunter will make a preliminary proposal to the Board concerning Library financing and construction of a multi-level parking garage on the Library-owned site at the northwest corner of Harrison Street and Washington Boulevard.

I look forward to seeing you on Thursday at the Little Turtle Branch Library.

RJA/cma

ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Regular Board Meeting
22 September 1983
3:00 p.m.
Little Turtle Branch Library, 2201 Sherman Boulevard, Fort Wayne, Indiana 46808

1. Adoption of the agenda.

2. Approval of the Minutes of the 25 August 1983 regular Board meeting.

3. Reception of the financial report of 31 August 1983.

4. Report of the Director.
   A. Library use through August.
   B. Fan mail.
   C. ILA/ILTA District III meeting, 14 September 1983.
   D. NFLCP Central States Meeting, 21-22 October 1983.
   E. Introduction of new department heads.
   F. Other.

5. A presentation by Fred Hunter, representing the Fort Wayne Alley Mall group.

6. Approval of report and recommendations of the Personnel Committee. Mrs. Koehlinger.
   A. Travel policy.
   B. Interviewing expense reimbursement policy.
   C. Moving expense reimbursement policy.
   D. Policy on volunteers.
   E. Modifications in vacation policy.
   F. 1984 holiday closings.

7. Adoption of report and recommendations of the Policy Committee. Mrs. Beers.
   A. Policy on use of claim forms.
   B. Policy on exhibits.
   C. Policy on publicity.
   D. Policy on circulation.

8. Approval of a contract with the Indiana State Library for operation of the Fort Wayne Sub-Regional Library of the National Library Service for the Blind and Physically Handicapped.

9. Approval of an agreement with First Presbyterian Church concerning flood lights.

10. Approval of the following salaried appointments:
    Paul Deane, Department Manager - Readers' Services, Reference Services, Talking Books - Grade 7, Position #360, $20,800.

    Rebecca Shaw, Circulation Manager - Grade 7, Position #440, $16,198.

11. Approval of payment of the following bills:

Operating Fund	$79,529.86
Gift Fund	5,092.31
Indiana Employment Security Division	217.25
Genaway and Associates Inc.	195.00
Blue Cross Hospital Service	5,731.60
Mutual Benefit Life	1,990.34
United States Postal Service	3,000.00
Catalist	70.00
Indiana and Michigan Electric Company	14,300.49
Mobil Oil Credit Corp.	1,467.20
P.E.R.F.-OASI Division	12,855.38
Indiana Library Association	321.00
Ellen Sprunger	104.10
Donald Rust	115.52
Lupke-Rice Associates	27,051.00
Michigan Library Consortium	360.00
Grueninger Travel Service	132.00
Grueninger Travel Service	66.00

12. Other business.

13. Adjournment.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

22 September 1983

The Board of Trustees of the Allen County Public Library met in regular session at 3:00 p.m. on Thursday 22 September 1983 at the Little Turtle Branch Library. Members present: Lu Ann Beaman, James Ganaway, Patricia Beers, Rae Gates, Alan McMahan. Members absent: Zohrab Tazian, Mary Koehlinger. Mrs. Beaman presided.

1. Adoption of the agenda. The Board adopted the agenda as circulated, with the addition of three items under Agenda Item 12, Other Business: A. Approval of the joint promotional agreement with the New Haven Dairy Queen Restaurant. B. Approval of an application for a grant of $7000 to the Indiana State Library under the Urban Resource Library Program. C. Approval of a grant application to the Indiana State Library for approximately $2000 under the Reciprocal Borrowing Program.
2. Approval of the Minutes of the 25 August 1983 regular Board meeting. The Board approved the Minutes as circulated.
3. Reception of the financial report of 31 August 1983. The Board received the financial report.
4. Report of the Director. Dr. Ashton reported on the following matters:
    A. Library use through August. Total circulation of Library materials during the first eight months of 1983 is 1,518,223 items. This is an increase of 23% over the same period of 1982. The Library is expected to circulate approximately 2.1 million items this year.
    B. Fan mail. Dr. Ashton shared with the Board a letter from Mrs. Eugenia Fulkerson.

C. ILA/ILTA District III meeting. The meeting of approximately 200 library staff members and library trustees from northeast Indiana and east central Indiana on 14 September was a great success, largely owing to the excellent arrangements coordinated by Cathy Arnoldy.

D. NFLCP Central States meeting, 21-22 October 1983. The meeting of the National Federation of Local Cable Programmers will take place at the Allen County Public Library on these dates. The major financial support for the conference is provided by a grant to the Allen County Public Library by Cox Cable Fort Wayne. All Board members are invited to attend.

E. Introduction of new department heads. Dr. Ashton introduced Rebecca Shaw, Circulation Services manager; Kay Lynn Isca, Art, Music, and Audiovisual Services manager; Paul Deane, Readers' Services, Reference, and Talking Books manager; and John Dickmeyer, Government Documents and Business and Technology Department manager. Dr. Ashton promised to get shorter names for these departments.

F. Other. The BASE program, a summer employment program supported by business and coordinated by Lincoln National Corporation, has been completed. The Library received $5547 to support five summer employees, who successfully completed their summer work under this program. The New Haven Branch Library will hold an open house on Friday 23 September from 3:00 to 6:00 p.m., to inaugurate its newly-improved basement meeting room facilities. All Board members are invited.

5. A presentation by Fred Hunter, representing the Fort Wayne Alley Mall group. Mr. Hunter proposed to the Board that the Library consider the construction

of a multi-level parking garage on the Library-owned lot at the northwest corner of Harrison Street and Washington Boulevard, for the purpose of providing public parking for Library use, customer parking for the projected Alley Mall shops and restaurants, and employee parking for the projected Alley Mall business tenants. Mr. Hunter indicated that an arrangement involving guarantees of parking leases by the City of Fort Wayne would protect the Library from financial risk connected with the project. Mr. Hunter presented proposed income and expense figures for a 15-year bond amortization, based on parking revenue of $45 per space for the first year of the garage continuing through a 15-year progression. After discussion of the proposal, Mrs. Beaman appointed a committee to investigate the matter further and report to the Board. The committee is as follows: Mrs. Beers, chairman; Mr. Ganaway, Mr. McMahan. Architectural consultant: Mrs. Gates.

6. Approval of report and recommendations of the Personnel Committee. Mr. McMahan presented the report and recommendations of the Committee. The Board adopted all the recommendations as previously circulated to the Board: A. Travel policy. B. Interviewing expense reimbursement policy. C. Moving expense reimbursement policy. D. Policy on volunteers. E. Modifications in vacation policy. F. 1984 holiday closings.
7. Adoption of report and recommendations of the Policy Committee. Mrs. Beers presented the report and recommendations of the Committee. The Board adopted all the recommendations as previously circulated: A. Policy on use of claim forms. B. Policy on exhibits. C. Policy on publicity. D. Policy on circulation.
8. Approval of a contract with the Indiana State Library for operation of the Fort Wayne Sub-Regional Library of the National Library Service for the

Blind and Physically Handicapped. The Board approved the contract in the amount of $26,172.

9. Approval of an agreement with First Presbyterian Church concerning flood lights. The Board approved the proposed agreement, which allows the First Presbyterian Church to place a flood light on the roof of the Main Library for the purpose of lighting the steeple of the church, with all expenses to be borne by the First Presbyterian Church.

10. Approval of the following salaried appointments:

    Paul Deane, Department Manager - Readers' Services, Reference Services, Talking Books - Grade 7, Position #360, $20,800.

    Rebecca Shaw, Circulation Manager - Grade 7, Position $440, $16,198.

    The Board approved the appointments as proposed.

11. Approval of payment of the following bills:

Operating Fund	$79,529.86
Gift Fund	5,092.31
Indiana Employment Security Division	217.25
Genaway and Associates Inc.	195.00
Blue Cross Hospital Service	5,731.60
Mutual Benefit Life	1,990.34
United States Postal Service	3,000.00
Catalist	70.00
Indiana and Michigan Electric Company	14,300.49
Mobil Oil Credit Corp.	1,467.20
P.E.R.F.-OASI Division	12,855.38
Indiana Library Asosciation	321.00
Ellen Sprunger	104.10
Donald Rust	115.52
Lupke-Rice Associates	27,051.00
Michigan Library Consortium	360.00
Grueninger Travel Service	132.00
Grueninger Travel Service	66.00

    The Board approved the payment of the bills.

12. Other business:

    A. Approval of a joint promotional agreement with the New Haven Dairy Queen Restaurant. The Board approved the joint promotional agreement, in which a free sundae from the Dairy

Queen Restaurant will be given by the New Haven Branch Library to each entrant in the pumpkin carving contest to be held at the New Haven Fall Fun Fest on 8 October.

B. Approval of an application to the Indiana State Library for a grant of $7000 under the Urban Resource Library Program. The Board approved the application.

C. Approval of an application for a grant of approximately $2000 from the Indiana State Library under the Reciprocal Borrowing Program. The Board approved the application.

D. Allocation of funds to be received from these grants. The Board approved a proposal by Dr. Ashton that all money received under these two grants be expended for the purchase of books and other library materials.

13. Adjournment. The Board adjourned.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 6
Requested Action: Approval

REPORT AND RECOMMENDATIONS OF THE PERSONNEL COMMITTEE

Personnel Committee: Mary Koehlinger, chairperson; Rae Gates, Alan McMahan

The Personnel Committee met on 12 September 1983. The Committee reviewed the policy items contained in this report:

A. Travel policy.
B. Interviewing expense reimbursement policy.
C. Moving expense reimbursement policy.
D. Policy on volunteers
E. Modification in vacation policy.
F. 1984 holiday closings.

The Committee recommends the adoption of these policies by the Board of Library Trustees.

30 August 1983
PROPOSED TRAVEL POLICY

POLICY: The Allen County Public Library encourages staff members and members of the Board of Library Trustees to attend professional meetings, to serve on state and national library committees, and to undertake other travel which supports the mission of the Library.

1. Payment of Expenses. The Library will pay reasonable expenses for transportation, registration fees, lodging, meals, and necessary miscellaneous expenses for staff members and members of the Board of Library Trustees traveling on behalf of the Library.

2. Use of Library Vehicles. The Library encourages the use of Library-owned vehicles by persons traveling on behalf of the Library. All expenses of operating Library-owned vehicles will be paid by the Library.

3. Privately Owned Vehicles. The Library will pay persons who use their own vehicles for travel on behalf of the Library at a fixed mileage rate. The Board of Library Trustees will set the rate annually. The rate for the period 1 October 1983-31 December 1984 will be 23¢ per mile.

4. Exclusions. The Library will not pay traffic tickets, parking tickets, charges for alcoholic beverages, or other unnecessary expenses.

5. Administration. The Director of the Library is responsible for the administration of this policy.

6 September 1983
DRAFT

PROPOSED INTERVIEWING EXPENSE REIMBURSEMENT POLICY

Policy. To encourage the employment of staff members who can provide a high quality of library service to the community, the Allen County Public Library recruits regionally and nationally for many professional and management positions. In order to encourage application by suitable candidates who reside at a distance from Allen County, the Allen County Public Library pays reasonable expenses for candidates invited to travel to Allen County for an interview.

1. Payment of Expenses. The Library will pay reasonable expenses for transportation, lodging, meals, and necessary miscellaneous expenses for candidates.

2. Travel Expense. Candidates will be encouraged to use the most economical method of travel. When a candidate uses his or her own vehicle for travel for an interview, the Library will pay the same mileage rate as that paid for employees using their own vehicles on Library business. The rate for the period 1 October 1983-31 December 1984 will be 23¢ per mile.

3. Exclusions. The Library will not pay traffic tickets, parking tickets, charges for alcoholic beverage, or other unnecessary expenses.

4. Administration. The Director of the Library is responsible for the administration of this policy.

DRAFT
PROPOSED MOVING EXPENSE REIMBURSEMENT POLICY

POLICY. To encourage the employment of staff members who can provide a high quality of library service to the community, the Allen County Public Library recruits regionally and nationally for many professional and management positions. In order to encourage the employment of suitable candidates who previously resided at a distance from Allen County, the Allen County Public Library pays reasonable moving expenses for such new employees joining the staff of the Library.

1. Moving Expenses. The Library will pay the normal moving charges for commercial moving of household and personal belongings of the new employee and the employee's immediate household. The Library may pay all expenses or a portion of the expenses, according to individual circumstances.

2. Travel Expenses. The Library will pay reasonable travel expenses for the new employee and the employee's immediate household under the same conditions as set forth in its general travel policy.

3. Individual Negotiation. Amounts and conditions of moving expense payments will be a part of the initial offer made to new employees. These may vary with distance of the move, rank, and salary of the employee, and other considerations.

4. Administration. The Director of the Library is responsible for the administration of this policy.

DRAFT

POLICY ON VOLUNTEERS

POLICY: The Allen County Public Library enhances its service to the community by promoting voluntary assistance to the Library in carrying out its mission.

1. Recruitment. The staff, the Friends of the Allen County Public Library, and potential volunteers evaluate the needs of the Library for volunteer assistance and recruit qualified volunteers for temporary and long-term positions.

2. Supervision, Training, and Recognition. Appropriate staff members of the Library assist volunteers in developing skills and knowledge and provide appropriate recognition for the volunteer's contribution to the institution.

3. Administration. The Director of the Allen County Public Library is responsible for the administration of this policy.

12 September 1983
PROPOSED CHANGES IN THE VACATION POLICY

POLICY: The Allen County Public Library provides vacation time as part of the compensation of all employees to give them a period of rest and refreshment.

1. Rate of earning vacation. All employees earn vacation at a rate based upon their length of service.

   Change: Under present policy all part-time employees earn vacation at the same rate regardless of length of service.

2. Taking of vacation. New employees who begin work in January, February, or March may take one-half their accrued vacation time after six months of service.

   Change: Under present policy new employees may work as long as one year without taking vacation time.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

6 September 1983

MEMO

To: Board of Library Trustees Personnel Committee

From: Rick Ashton RJA/cma

Re: Proposed Holiday Closings 1984

Day	Date		Holiday	Hours Holiday Pay
Sunday	1 January	- All Day	New Year's Day	0
Monday	2 January	- All Day		8
Friday	20 April	- Noon-3 PM	Good Friday	2
Sunday	22 April	- All Day	Easter	0
Monday	28 May	- All Day	Memorial Day	8
Wednesday	4 July	- All Day	Independence Day	8
Monday	3 September	- All Day	Labor Day	8
Thursday	22 November	- All Day	Thanksgiving	8
Monday	24 December	- All Day	Christmas Eve	8
Tuesday	25 December	- All Day	Christmas	8
Monday	31 December	- 5-9 p.m.	New Year's Eve	0
				58

1984 Sundays

8 January through 20 May, except 22 April

9 September through 30 December, no exceptions

(36 Sundays total)

1984 Summer Hours

Sunday 27 May through Monday 3 September

The Main Library will be open 342 days in 1984.

RJA/cma

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 7
Requested Action: Adoption

REPORT AND RECOMMENDATIONS OF THE POLICY COMMITTEE

Policy Committee: Pat Beers, chairperson; James Ganaway, Zohrab Tazian.

The Policy Committee met on 12 September 1983. The Committee reviewed the following policy recommendations:

A. Policy on use of claim forms.
B. Policy on exhibits
C. Policy on publicity
D. Policy on circulation.

The Committee recommends the adoption of these policies by the Board of Library Trustees.

POLICY CONCERNING CLAIM FORMS

POLICY: It is the policy of the Allen County Public Library to discontinue the requirement for use of signed claim forms for authorization of payment to vendors. It is the policy of the Allen County Public Library to acquire valid, approved invoices for approval of all payments to vendors.

Effective date: In accordance with changes in state law permitting the discontinuation of use of claim forms by public libraries, this policy is retroactive to 1 September 1983.

DRAFT
POLICY ON EXHIBITS

POLICY. The Allen County Public Library promotes awareness of and access to examples of excellence in the area of the fine arts, from local and national sources.

1. Standards. Exhibits will be of high quality, with high artistic and craft standards. Active exhibitors will submit samples of their work and information about themselves and their work to the Library in order to schedule exhibits. Slides or photographs may be supplied in place of samples when necessary.

2. Scheduling. Exhibits will vary in length from three weeks to six weeks. Scheduling will be as far in advance as possible.

3. Publicity. The Public Information Division of the Library will develop and distribute a press release and a poster to publicize each exhibit. Additional publicity is the responsibility of the exhibitors. Arrangements for opening receptions may be made with the appropriate department or branch managers.

4. Installation and Removal of Exhibits. Exhibitors are responsible for the installation and removal of their exhibits on the scheduled dates. Exhibits will remain intact during the full exhibit period.

5. Insurance and Security. The Library will arrange special security and additional insurance only in exceptional cases. Normally, the exhibitor will make arrangements for insurance at the exhibitor's expense.

6. Sale of Items. Prices may not appear on works exhibited. If items are for sale, persons interested in purchasing items from the exhibit may leave information with the Library staff or contact the exhibitor directly.

7. Administration. The manager of the Department of Art, Music, and Audiovisual Services, at the Main Library, and each branch manager, all under the direction of the Director of the Library, are responsible for administration of this policy.

DRAFT
POLICY ON PUBLICITY

POLICY: The Allen County Public Library conducts an active publicity program to educate the community regarding services and resources of the institution.

1. Activity. The Public Information Division is charged with initiating promotional activities, setting system-wide standards for public relations events and promotions, and for maintaining positive and productive relationships with the media, community organizations, and the individuals served by the Library.

2. Purchase of Advertising. Any purchase of advertising will be done with the approval of the Board of Library Trustees.

3. Administration. The Director of the Allen County Public Library and the Public Information Manager are responsible for the administration of this policy.

E. The Library will lend certain high-cost items only to persons 18 years of age or older or to emancipated minors.

4. Loan Period. The Library will lend books and other library materials for the following time periods, depending on type of material:

A. Videocassettes, 16mm films, and audiovisual equipment items: three days.

B. Framed prints: eight weeks.

C. All other materials: two weeks.

5. Renewal. The Library will renew the loan of any item for the same period as the original loan, provided that there is no request for the item by another borrower currently on file.

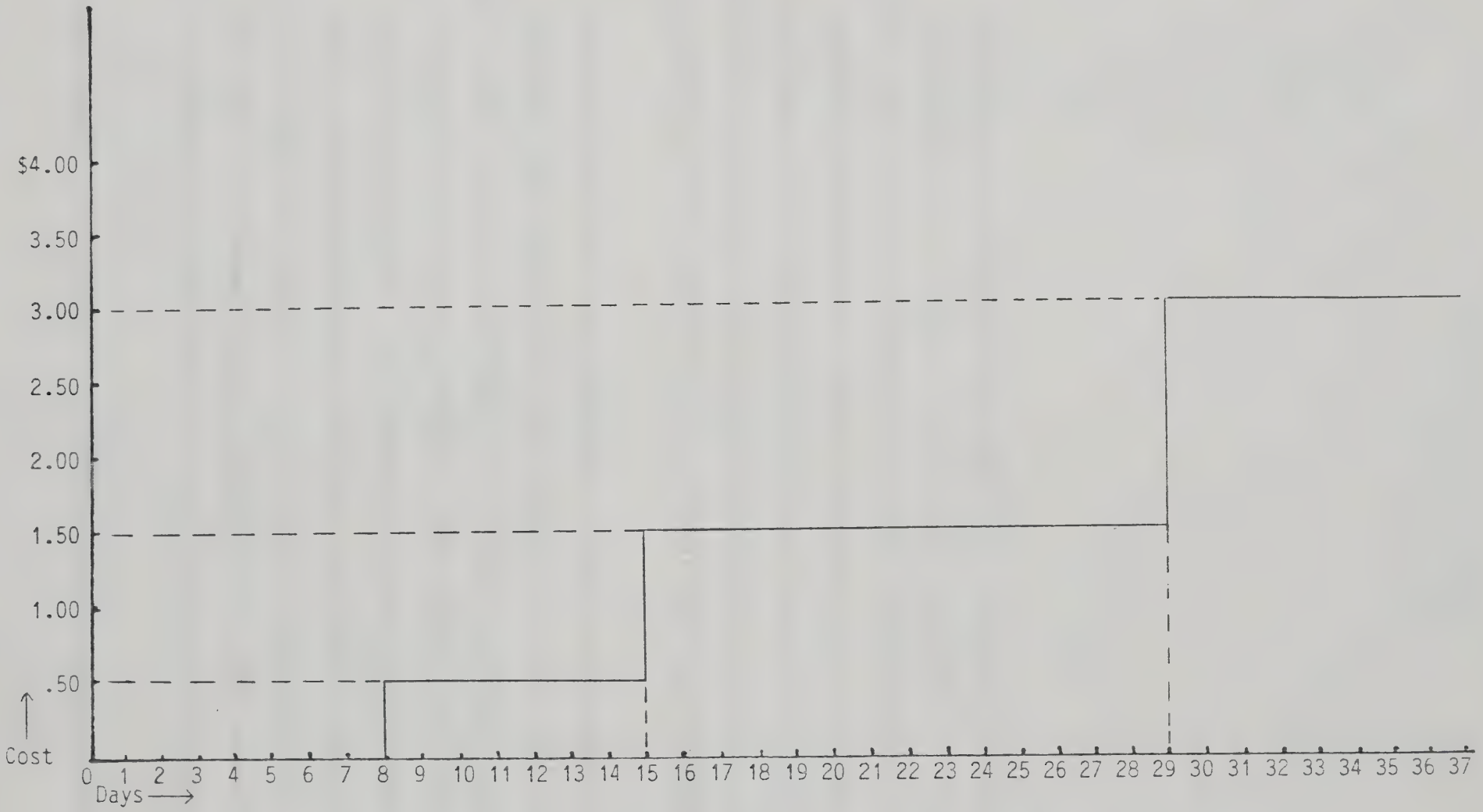
6. Number of Items Loaned. A borrower may borrow any number of books and other circulating items without limit, except in special circumstances:

A. A manager of a Library agency may place a temporary limit on the number of items during high seasonal demand, to ensure wide availability of the material.

B. A newly-registered patron using a temporary Library card may borrow one item until a permanent card has been issued.

7. Borrower Responsibility. The person holding a Library borrowers card is responsible for all books and other items using that card.

8. Fees. Fees will be charged for books and other materials returned later than the due date and for damaged, destroyed, or lost materials.



Day 0=Date due

EXPLANATION OF PROPOSED NEW FEE SCHEDULE FOR EXTENDED USE OF LIBRARY MATERIALS

In administering the circulation policy of the Library, the Library will no longer charge fines for late return of library materials. Rather, the Library will charge fees for extended use of materials, according to a new schedule of fees. During the first seven days after the due date of the item, there will be no charge for extended use. From the eighth through the 15th days after the due date, the charge for extended use will be 50¢. From the 15th through the 29th day, the charge will be $1.50. From the 29th day onward, the charge will be $3.00, plus possible additional collection charges if special staff effort is required to retrieve library materials.

Also accompanying this simplification will be streamlining and simplification of most of the record-keeping associated with the whole circulation process. Library cards will not have a definite expiration date. New Library cards will be mailed to the new registrant, rather than the present requirement that the registrant come to the Library and pick up the card. Other record-keeping will be streamlined and simplified. This will save considerable staff labor and make library use simpler and more convenient for Library patrons.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

September 22, 1983

To the Board of Library Trustees:

Rick J. Ashton, Director

RICK J. ASHTON
DIRECTOR

FINES AND MISCELLANEOUS RECEIPTS

AUGUST 1983

Main Library		$2,220.01
Georgetown Branch Library	1,030.04	
Hessen Cassel Branch	318.50	
Little Turtle Branch	454.26	
Pontiac Branch	15.05	
Shawnee Branch	446.90	
Tecumseh Branch	298.40	
Waynedale Branch	303.40	
Harlan Branch	35.10	
Monroeville Branch	44.00	
New Haven Branch	193.85	
Woodburn Branch	64.10	
Bookmobile #1	98.75	
Bookmobile #2	56.85	
Bookmobile #4	36.00	
Bookmobile #5	50.00	
Bookmobile #6	20.05	
Bookmobile #7	31.00	3,496.25
Rent (Downtown Service Center)		1,000.00
Rent (Tri-Alsa)		485.00
OCLC payment (Tri-Alsa)		86.50
ILL transactions (Tri-Alsa)		56.70
Copier Receipts		9,206.80
Light & Breuning Lease (Parking Lots)		5,629.08
Light & Breuning 50% of income Lot 4		42.50
Insurance Claim		129.00
Nitz Dist. Co. Commission		6.36
Snyder Dist. Co. Commission		15.55
Art, Music, Audio-Visual damages		60.00
Book Bag Receipts		42.00
Books		555.63
Telephone Pay Station Commission		35.08
Subscription Fees		100.00
Piano Fees		30.00
Reserve Postals		26.00
Pamphlets & Catalogs		38.00
Old Newspaper Receipts		21.75
		$23,282.21

APPROVED
Rick J. Ashton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

September 22, 1983

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES JULY 16 - SEPTEMBER 15, 1983

July 16	Fabric & fabric paint	223	10.73
Aug. 10	Batteries for Dictaphone	213	2.09
19	Librarian's expense (Indpls.)	323	8.36
29	V-belt for chiller	231	3.17
Sept. 2	Twine	213	2.16
			$26.51

APPROVED
Rick J. Ashton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills September 22, 1983

NFLCP	Entry fee for videotapes to be entered into the NFLCP Regional Videotape Contest	$ 20.00
NFLCP Fall Conference	Cox Cable Grant for NFLCP Regional Conference Oct. 20-22, 1983	5,000.00
Vivian V. Lee	Refund for Genealogy Class Sept. 1 to Oct. 20, 1983 - Unable to attend	30.00
Paul Marhover	Refund for Genealogy Class Sept. 1 to Oct. 20, 1983 - Unable to attend	30.00
United Supply Co., Inc.	Balloons and pins	12.31
		$5,092.31

APPROVED

DIRECTOR

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

24 October 1983

MEMO

To: All Library Board Members

From: Rick Ashton RJA/cma

Re: The 27 October 1983 Regular Board Meeting

The Board will meet at 3:00 p.m. on Thursday 27 October at the Harlan Branch Library. The Harlan Branch is located on State Route 37 in Harlan. It is a red brick building on the right side of the road as you proceed northeastward on Route 37. If you drive past the Library to the first cross street, turn right, and double around behind the Library. Offstreet parking is available behind the branch library.

I look forward to seeing you Thursday in Harlan for what will probably be a brief, but important Board meeting.

RJA/cma

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

24 October 1983

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Harlan Branch Library
3:00 p.m.
Thursday 27 October 1983

1. Adoption of the Agenda.

2. Approval of the Minutes of the 22 September 1983 regular Board meeting.

3. Reception of the financial report of 30 September 1983.

4. Report of the Director.
   A. Friends book sale.
   B. Reciprocal Borrowing report.
   C. NFLCP regional conference.
   D. Financial manager search.
   E. LSCA grant for retrospective bibliographic conversion.
   F. Parking garage.
   G. Other.

5. Approval of a two-year renewal of the lease for the Woodburn Branch Library quarters.

6. Adoption of the salary schedule for 1984.

7. Adoption of the authorized staffing table for 1984.

8. Adoption of health insurance plan for 1 November 1983-31 December 1984.

9. Approval of the following salaried appointment:
   Joanna M. Strode, librarian, Reference/Readers' Services, Grade 7, $15,288.

10. Approval of payment of the following bills:

Operating Fund	126,903.68
Gift Fund	760.00
Genaway & Associates Inc.	16.00
Blue Cross Hospital Service	5,825.00
PERF-OASI Division	12,002.17
Public Employee Retirement Fund	14,488.95
United States Postal Service	623.00
Indiana Employment Security Division	252.00
Mutual Benefit Life	1,943.49
Secretary of State	10.00
Fort Wayne newspapers Inc.	508.80
Ohio Library Association	723.00
Indiana & Michigan Electric Co.	13,438.95
Blue Cross Hospital Service	8,177.00

11. Other business.

12. Adjournment.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

27 October 1983

The Board of Library Trustees of the Allen County Public Library met in regular session at 3:00 p.m. on Thursday 27 October 1983 at the Harlan Branch Library, Harlan, Indiana. Members present: Lu Ann Beaman, James Ganaway, Rae Gates, Zohrab Tazian, Mary Koehlinger. Members absent: Alan McMahan, Patricia Beers. Mrs. Beaman presided.

1. Adoption of the agenda. The Board adopted the agenda as circulated.
2. Approval of the Minutes of the 22 September 1983 regular Board meeting. The Board approved the Minutes as circulated.
3. Reception of the financial report of 30 September 1983. The Board received the financial report, agreeing to adopt a fund transfer resolution at the December meeting to cover line-item deficits which have developed.
4. Report of the Director. Dr. Ashton reported on the following items:
   A. Friends book sale. The October sale netted $7538 for Friends projects.
   B. Reciprocal Borrowing report. In the twelve months ending 30 September 1983, the Allen County Public Library loaned 9069 items under the Indiana Reciprocal Borrowing Covenant. Major borrowers were from the surrounding counties. Reimbursement received from the state for this service has been, in the past, spent for books.
   C. NFLCP regional conference. About 80 persons from the five state region attended the conference. Excellent sessions on many aspects of local cable television programming, production, and access center development were presented, with excellent participation by Allen County Public Library staff.

D. Financial manager search. Advertising has been completed. About 50 candidates have applied. Interviews will be conducted in early November.

E. LSCA grant for retrospective bibliographic conversion. The Library has been informally told that its previously-rejected proposal for a federal grant under the Library Services and Construction Act to supply conversion of bibliographic files to machine-readable form will be approved in the amount of $100,000. Efforts to revise the grant proposal and get the program in motion are now being made by staff. When official announcement of the grant is made, the Library will communicate this to the public. This will be the largest federal or state grant ever received by the Allen County Public Library.

F. Parking garage. No further activity has taken place in regard to the parking garage proposal from the Alley Mall group.

G. Other. Two bids, each for less than $10,000, have been received for preventive repairs to the roof the Shawnee Branch Library. The work will be completed this fall. The final audit report from the State Board of Accounts has been received. All Board members have received copies of the report directly from the state.

5. Approval of a two-year renewal of a lease for the Woodburn Branch Library quarters. The Board approved the lease, at a monthly rental of $200, no increase over 1983.

6. Adoption of the salary schedule for 1984. The Board adopted the salary schedule as proposed.

7. Adoption of the authorized staffing table for 1984. The Board adopted the authorized staffing table as proposed.

7a. Adoption of budget amendment. The Board adopted the following budget amendment:

111 Salary of Director	$ 48,350
112 Salaries of Assistants	$2,298,414
113 Wages of Janitors	$ 130,086

8. Adoption of health insurance plan for 1 November 1983-31 December 1984. The Board adopted the plan as recommended by the staff, with the Library remaining with Blue Cross/Blue Shield, and the Library paying the single employee coverage amount of $61 per month for all members of the plan. Employees with family coverage will continue to pay the difference between single and family premiums.

9. Approval of the following salaried appointment:

   Joanna M. Strode, librarian, Reference/Readers' Services, Grade 7, $15,288.

   The Board approved the appointment.

10. Approval of payment of the following bills:

Operating Fund	$126,903.68
Gift Fund	760.00
Genaway & Associates Inc.	16.00
Blue Cross Hospital Service	5,825.00
PERF-OASI Division	12,002.17
Public Employee Reitrement Fund	14,488.95
United States Postal Service	623.00
Indiana Employment Security Division	252.00
Mutual Benefit Life	1,943.49
Secretary of State	10.00
Fort Wayne Newspapers Inc.	508.80
Ohio Library Association	723.00
Indiana & Michigan Electric Co.	13,438.95
Blue Cross Hospital Service	8,177.00

   The Board approved payment of the bills.

11. Other business. None.

12. Adjournment. The Board adjourned at 3:55 p.m.

ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 6
Requested Action: Approval

1984 Wage and Salary Schedule

27 October 1983

1984 Wage and Salary Schedule

Grade	Full-time	Part-time	FTE	1983 Hourly	1984 Hourly	1983 Salary	1984 Salary
9	1	0	1.0	$_____	$_____	$40,405	$48,350
8	7	0	7.0	_____	_____	26,209 to 31,669	26,000 to 35,000
7	24	1	24.5	____	8.08 to 11.92	16,198 to 22,990	16,800 to 24,800
E	44	3	45.2	5.88 to 8.66	6.23 to 9.18	12,231 to 18,019 (MLS-$15,288)	12,965 to 19,100 (MLS-16,205)
4	19	1	19.5	5.02 to 6.03	5.33 to 6.34	10,450 to 12,540	11,077 to 13,197
3	34	28	48.4	4.51	4.78	9,391	9,954
2	13	22	24.1	4.20	4.45	8,736	9,260
1	2	29	16.5	3.66	3.88	7,608	8,064
	144	84	186.2				

ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 7
Requested Action: Approval

Authorized Staffing Table for 1984

SERVICE AREA	POSITION NUMBER	POSITION TITLE	EMPLOYEE NAME	POSITION GRADE	FULL TIME PART TIME	TOTAL HOURS PER SVC AREA	FULL TIME EQUIVALENT	TOTAL FTE PER SVC AREA	1983 SALARY/WAGE	TOTAL $ 1983 SERVICE AREA	1984 SALARY/WAGE	TOTAL $ 1984 SERVICE AREA
ADMIN SVCS	001	DIRECT	ASHTON	9	40	ADMIN SVCS	1	ADMIN SVCS	40405.00	ADMIN SVCS	48350.00	ADMIN SVCS
	002	SECY	ARNOLDY	E	40	80	1	2	13651.00	54056.00	14470.06	62820.06
BRAN & BKM	100	DIV MGR	KAYE	8	40	BRAN & BKM	1	BRAN & BKM	26209.00	BRAN & BKM	28600.00	BRAN & BKM
BOOKMOBILE	110	BKM MGR	SWARTZLANDER	7	40	1748	1	43.6	19111.00	557460.00	20257.66	597445.55
	111	BKM LIBRN	REYNOLDS	E	40		1		13651.00		14470.06	
	112	BKM LIBRN	TRITCH	E	40		1		13651.00		14470.06	
	113	BKM LIBRN	LINNEMEYER,D	E	40		1		13651.00		14470.06	
	114	BKM LIBRN	BALLARD	E	40		1		13651.00		14470.06	
	115	BKM LIBRN	GAUNT	E	40	BOOKMOBILES	1	BOOKMOBILES	13651.00	BOOKMOBILES	14470.06	BOOKMOBILES
	116	BKM LIBRN	???????????	E	40	280	1	7	0.00	87366.00	7235.03	99842.99
GEORGETOWN	120	BRAN MGR	MOORMAN	7	40		1		19656.00		20835.36	
	121	ASST MGR	BUHR	E	40	BRANCHES	1	BRANCHES	16288.00	BRANCHES	17265.28	BRANCHES
	122	BRAN LIBRN	SELZER	E	40	1428	1	35.6	12231.00	443885.00	12964.86	469002.56
	123	BRAN CLK	WITWER,KAY	3	40		1		9391.00		9954.46	
	124	BRAN CLK	SCHMIDT	3	40		1		9391.00		9954.46	
	125	BRAN CLK	WINESBURG	3	32		.8		7505.00		7955.30	
	126	BRAN CLK	YONKMAN	3	16	GEORGETOWN	.4	GEORGETOWN	3752.00	GEORGETOWN	3977.12	GEORGETOWN
	127	BRAN CLK	BROWN	3	16	264	.4	6.6	3752.00	81966.00	3977.12	86883.96
HARLAN	140	BRAN MGR	TUSTISON	E	40	HARLAN	1	HARLAN	13651.00	HARLAN	14470.06	HARLAN
HESSEN CASSEL	150	BRAN MGR	MEADOWS	7	40	40	1	1	19111.00	13651.00	20257.66	14470.06
	151	BRAN ASST	GERIG	4	40		1		10450.00		11077.00	
	152	BRAN CLK	BUSING	3	40		1		9391.00		9954.46	
	153	BRAN CLK	HOWARD	3	25		.6		5863.00		6214.78	
	154	BRAN CLK	ROSS	3	20	HESSEN CASSEL	.5	HESSEN CASSEL	4690.00	HESSEN CASSEL	4971.40	HESSEN CASSEL
	155	PAGING		1	20	185	.5	4.6	3806.00	53311.00	4034.36	56509.66
LITTLE TURTLE	160	MGR/BIBLO	WITWER,KATHY	7	40		1		22000.00		23320.00	
	161	BRAN ASST	???????????	4	40		1		10450.00		11077.00	
	162	BRAN CLK	WOOD	3	40		1		12196.00		12196.00	
	163	BRAN CLK	TOBIN	3	20		.5		4690.00		4971.40	
	164	BRAN CLK	BARRETT	3	36	LITTLE TURTLE	.9	LITTLE TURTLE	8443.00	LITTLE TURTLE	8949.58	LITTLE TURTLE
	165	PAGING		1	20	196	.5	4.9	3806.00	61585.00	4034.36	64548.34
MONROEVILLE	170	BRAN MGR	ELLIOTT	E	40	MONROEVILLE	1	MONROEVILLE	13977.00	MONROEVILLE	14815.62	MONROEVILLE
	171	BRAN ASST	WAGNER	4	20	60	.5	1.5	5221.00	19198.00	5534.26	20349.88
NEW HAVEN	180	BRAN MGR	HUNT	7	40		1		19111.00		20257.66	
	181	BRAN ASST	WISSMAN	4	40	NEW HAVEN	1	NEW HAVEN	13063.00	NEW HAVEN	13063.00	NEW HAVEN
	182	BRAN CLK	PEMBERTON	3	22	102	.5	2.5	5159.00	37333.00	5468.54	38789.20
PONTIAC	190	BRAN MGR	PAYNE	E	40	PONTIAC	1	PONTIAC	13977.00	PONTIAC	14815.62	PONTIAC
	191	BRAN ASST	CATO	4	40	80	1	2	10450.00	24427.00	11077.00	25892.62
SHAWNEE	200	BRAN MGR	LAUER	7	40		1		19111.00		20257.66	
	201	BRAN ASST	MAKRIS	4	40		1		10450.00		11077.00	
	202	BRAN CLK	MERTZ	3	40		1		9391.00		9954.46	
	203	BRAN CLK	MCKENNA	3	25	SHAWNEE	.6	SHAWNEE	5863.00	SHAWNEE	6214.78	SHAWNEE
	204	PAGING		1	20	165	.5	4.1	3806.00	48621.00	4034.36	51538.26
TECUMSEH	210	BRAN MGR	LEFFERS	7	40		1		19111.00		20257.66	
	211	BRAN ASST	MUSTIN	4	40	TECUMSEH	1	TECUMSEH	10450.00	TECUMSEH	11077.00	TECUMSEH
	212	BRAN CLK	SMITH,K	3	32	112	.8	2.8	7505.00	37066.00	7955.30	39289.96
WAYNEDALE	220	BRAN MGR	FISHER	7	40		1		19111.00		20257.66	
	221	BRAN ASST	HOFFMAN	4	40		1		10450.00		11077.00	
	222	BRAN CLK	BOBAY	3	40		1		9391.00		9954.46	
	223	BRAN CLK	CHRISTIAN	3	24	WAYNEDALE	.6	WAYNEDALE	5628.00	WAYNEDALE	5965.68	WAYNEDALE
	224	BRAN CLK	CAMPBELL	3	20	184	.5	4.6	4690.00	53076.00	4971.40	56260.56
	225	PAGING		1	20	WOODBURN	.5	WOODBURN	3806.00	WOODBURN	4034.36	WOODBURN
WOODBURN	230	BRAN MGR	STAUFFER	E	40	40	1	1	13651.00	13651	14470.06	14470.06

SERVICE AREA	POSITION NUMBER	POSITION TITLE	EMPLOYEE NAME	POSITION GRADE	FULL TIME PART TIME	TOTAL HOURS PER SVC AREA	FULL TIME EQUIVALENT	TOTAL FTE PER SVC AREA	1983 SALARY/WAGE	TOTAL $ 1983 SERVICE AREA	1984 SALARY/WAGE	TOTAL $ 1984 SERVICE AREA
FINANCIAL SVCS	240	DIV MGR	???????????	8	40	FINANCIAL SVCS	1	FINANCIAL SVCS	26209.00	FINANCIAL SVCS	28600.00	FINANCIAL SVCS
	241	FINAN ASST	SILLS	4	40	80	1	2	12231.00	38440.00	12964.86	41564.86
PERSONNEL SVCS	250	DIV MGR	HOLLY	8	40	PERSONNEL SVCS	1	PERSONNEL SVCS	26209.00	PERSONNEL SVCS	28600.00	PERSONNEL SVCS
	251	PERSONNEL ASST	SCHLATTER	E	40	120	1	3	13846.00	49446.00	14676.76	53231.22
	252	SECY/RECPT	MCINTOSH	3	40		1		9391.00		9954.46	
PUB INFO SVCS	260	DIV MGR	MILNE	8	40	PUB INFO SVCS	1	PUB INFO SVCS	26209.00	PUB INFO SVCS	28600.00	PUB INFO SVCS
	261	* PUB INFO ASST	SPRUNGER	E	40	224	1	5.6	9391.00	72244.00	12964.86	80407.50
PRINTING SVCS	265	DEPT MGR	RUST	7	40		1		16198.00		17169.88	
	266	PRIN SVCS SPVSR	DENNIS	4	40		1		10450.00		11077.00	
	267	PRIN SVCS ASST	VICE	3	40	PRINTING SVCS	1	PRINTING SVCS	9391.00	PRINTING SVCS	9954.46	PRINTING SVCS
	268	CLK/SIGN MKR	SHAHEEN	2	24	144	.6	3.6	605.00	36644.00	641.30	38842.64
PUBLIC SVCS	270	DIV MGR	FORTRIEDE	8	40	PUB SVCS	1	PUB SVCS	31669.00	PUB SVCS	33850.00	PUB SVCS
	271	* SECY	BRADEN	E	40	2144	1	53.5	9391.00	712452.35	12964.86	762106.41
AMAV	280	DEPT MGR	ISCA	7	40		1		19111.00		20257.66	
	281	** ASST DEPT MGR	CLINKENBEARD	E	40		1		13846.00		15736.76	
	282	DEPT LIBRN	KOHLMEYER	E	40		1		13846.00		14676.76	
	283	DEPT LIBRN	SMITH,M	E	40		1		13846.00		14676.76	
	284	DEPT CLK	MCCLAIN	3	20		.5		4690.00		4971.40	
	285	DEPT CLK	MOTSINGER	3	22	AMAV	.5	AMAV	5159.00	AMAV	5468.54	AMAV
	286	* DEPT CLK	BACHLE	3	20	222	.5	5.5	3806.00	74304.00	4971.40	80759.28
BT/GOV DOC	300	DEPT MGR	DICKMEYER	7	40		1		20800.00		22048.00	
	301	** ASST MGR	PORTOLESE	E	40		1		15288.00		17265.28	
	302	DEPT LIBRN	ECKMAN	E	40		1		15288.00		16205.28	
	303	DEPT LIBRN	ASCHLIMAN	E	40		1		13846.00		14676.76	
	304	DEPT LIBRN	CONKLIN	E	40		1		13846.00		14676.76	
	305	DEPT LIBRN	ROSE	E	40		1		13846.00		16205.28	
	306	DEPT CLK	ALLEN	3	40		1		9391.00		9954.46	
	307	PER RM ATTD	GAINES,R	3	40		1		9391.00		9954.46	
	308	PER RM ATTD	OXLEY,A	3	20	BT/GOV DOC	.5	BT/GOV DOC	4690.00	BT/GOV DOC	4971.40	BT/GOV DOC
	309	PER RM ATTD	???????????	3	20	360	.5	9	4690.00	121076.00	4971.40	130929.08
CHILD SVCS	320	DEPT MGR	WOODRUFF	7	40		1		19111.00		22048.00	
	321	ASST DEPT MGR	GOMEZ	E	40		1		14846.00		15736.76	
	322	DEPT LIBRN	SHERWIN	E	40		1		12231.00		12964.86	
	323	DEPT CLK	ROEMBKE,J	3	40		1		9391.00		9954.46	
	324	DEPT CLK	???????????	3	24		.6		5628.00		5965.68	
	325	DEPT CLK	VOORS	3	20		.5		4690.00		4971.40	
	326	DEPT CLK	MARINO	3	20	CHILD SVCS	.5	CHILD SVCS	4690.00	CHILD SVCS	4971.40	CHILD SVCS
	327	PAGING		1	20	244	.5	6.1	3806.00	74393.00	4034.36	80646.92
GENEAL DEPT	340	** DEPT MGR	CLEGG	7	40		1		19656.00		22048.00	
	341	** ASST DEPT MGR	WITCHER	E	40		1		13846.00		15736.76	
	342	DEPT LIBRN	NELSON	E	40		1		13846.00		14676.76	
	343	DEPT LIBRN	BOURNE	E	40		1		13846.00		14676.76	
	344	LIBRN/WRKRM SPVZ	ORN	E	40		1		12231.00		12964.86	
	345	MICRO SPVSR	MCCORD	4	40		1		10450.00		11077.00	
	346	DEPT CLK	DENNISON	3	40		1		9391.00		9954.46	
	347	PAGE	BUNNELL	1	40		1		7608.00		8064.48	
	348	PAGE	KUGHLER	1	40	GENEAL DEPT	1	GENEAL DEPT	7608.00	GENEAL DEPT	8064.48	GENEAL DEPT
	349	PAGING		1	86	446	2.1	11.1	16368.00	124850.00	17350.08	134613.64

SERVICE AREA	POSITION NUMBER	POSITION TITLE	EMPLOYEE NAME	POSITION GRADE	FULL TIME PART TIME	TOTAL HOU PER SVC ARE	FULL TIME EQUIVALENT	TOTAL FTE PER SVC AREA	1983 SALARY/WAGE	TOTAL $ 1983 SERVICE AREA	1984 SALARY/WAGE	TOTAL $ 1984 SERVICE AREA
RS/REF/TB	360	DEPT MGR	DEANE	7	40		1		20800.00		22048.00	
	361	** ASST DEPT MGR	PALLONE	E	40		1		15288.00		17265.28	
	362	DEPT LIBRN	STRODE	E	40		1		15288.00		16205.28	
	363	DEPT LIBRN	MCCAFFERY	E	40		1		13846.00		14676.76	
	364	DEPT LIBRN	HALL	E	40		1		13846.00		14676.76	
	365	DEPT LIBRN	ROGERS	E	20		.5		7644.00		8102.64	
	366	*** ASST	ALLMINDINGER	4	40		1		16198.00		11077.00	
	367	TB CLK	FREDERICKS	2	30		.8		6552.00		6945.12	
	368	DEPT CLK	DEWOLFE	3	40	RS/REF/TB	1	RS/REF/TB	9391.00	RS/REF/TB	9954.46	RS/REF/TB
	369	RESV CLK	KNUTH	4	40	370	1	9.3	10450.00	129303.00	11077.00	132028.30
TELE CENTER	380	DEPT MGR	BIERI	7	40		1		22000.00		23320.00	
	381	ASST DEPT MGR	WILLIAMS	E	40		1		16288.00		17265.28	
	382	PUB ACCESS CORD	???????????	E	40		1		15288.00		16205.28	
	383	PROGRMR	ABBOTT	E	40	TELE CENTER	1	TELE CENTER	13651.00	TELE CENTER	14470.06	TELE CENTER
	384	PRODUCT ASST	???????????	3	40	200	1	5	9391.00	76618.00	9954.46	81215.08
YOUNG ADLT SVC	400	DEPT MGR	HENNING	7	40		1		19111.00		20257.66	
	401	ASST DEPT MGR	PARRISH	E	40		1		14846.00		15736.76	
	402	DEPT LIBRN	COLLIS	E	40		1		13846.00		14676.76	
	403	DEPT LIBRN	ZYCH	E	25		.6		7644.00		8102.64	
	404	DEPT CLK	MANSFIELD	3	16		.4		3752.00		3977.12	
	405	DEPT CLK	TIMINSKY,VER	3	15	YOUNG ADLT SVCS	.4	YOUNG ADLT SVCS	3518.00	YOUNG ADLT SVCS	3729.08	YOUNG ADLT SVCS
	406	PAGING		1	18	194	.4	4.8	3426.00	66143.00	3631.56	70111.58
PS SUN HOURS	410	DEPT LIBRN	ASSIGNED	E	4		.1		1146.57		1215.36	
	411	DEPT CLK	AMAV	3	4	PS SUN HOURS	.1	PS SUN HOURS	704.00	PS SUN HOURS	746.24	PS SUN HOURS
	412	PAGING		1	20	28	.5	.7	2854.78	4705.35	3026.07	4987.67
SUPPORT SVCS	430	DIV MGR	HART, R	8	40	SUPPORT SVCS	1	SUPPORT SVCS	26209.00	SUPPORT SVCS	28600.00	SUPPORT SVCS
	431	PURCHAS CLK	ANDREWS	3	40	2035	1	50.9	9391.00	512167.00	9954.46	541948.88
CIRC SVCS	440	DEPT MGR	SHAW	7	40		1		16198.00		17169.88	
	441	SPVSR/ASST MGR	LINNEMEYER,B	E	40		1		12231.00		13964.86	
	442	DESK SPVSR	????????????????	4	40		1		10450.00		11077.00	
	443	STGE SPVSR	HART,D	4	40		1		11741.00		12445.46	
	444	MAIL CLK	SPALLONE	4	40		1		10450.00		11077.00	
	445	COLLECT	GATER	4	40		1		12231.00		12964.86	
	446	SHIFT LDR	OSTMAN	3	40		1		9391.00		9954.46	
	447	OVRDS CLK	OBRINGER	3	40		1		9391.00		9954.46	
	448	OVRDS CLK	DAVIS	3	40		1		9391.00		9954.46	
	449	OVRDS CLK	????????????????	3	40		1		9391.00		9954.46	
	450	*** REGIS CLK	BROOKS	3	40		1		11467.00		9954.46	
	451	CLRHSE CLK	ROEMBKE,D	3	40		1		9391.00		9954.46	
	452	COURIER	RYAN	3	40		1		9391.00		9954.46	
	453	STGE SHIFT LDR	GAINES,A	2	40		1		8736.00		9260.16	
	454	STGE SHIFT LDR	KRAJEWSKI	2	40		1		8736.00		9260.16	
	455	PAGING		1	140	CIRC SVCS	3.5	CIRC SCVS	26645.00	CIRC SVCS	28243.70	CIRC SVCS
	456	DESK ATTD		1	220	960	5.5	24	41870.00	227101.00	44382.20	239526.50
HSEKEEPING	470	DEPT MGR	HOLDERMAN	7	40		1		16198.00		17169.88	
	471	LD PER	???????????	3	40		1		9391.00		9954.46	
	472	HSEKP	CEREGHINO	2	40		1		9434.00		9434.00	
	473	HSEKP	CARPENTER	2	40		1		8736.00		9260.16	
	474	HSEKP	RAMER	2	40		1		8736.00		9260.16	
	475	HSEKP	SEWELL	2	40		1		8736.00		9260.16	
	476	HSEKP	OTT (TEMPORARY)	2	40		1		8736.00		9260.16	
	477	HSEKP	HARROW	2	40		1		8736.00		9260.16	
	478	HSEKP		2	190	HSEKEEPING	4.8	HSEKEEPING	41933.00	HSEKEEPING	44448.98	HSEKEEPING
	479	HSEKP/SUN		2	16	526	.4	13.2	2621.00	123257.00	2778.26	130086.38

SERVICE AREA	POSITION NUMBER	POSITION TITLE	EMPLOYEE NAME	POSITION GRADE	FULL TIME PART TIME	TOTAL HOURS PER SVC AREA	FULL TIME EQUIVALENT	TOTAL FTE PER SVC AREA	1983 SALARY/WAGE	TOTAL $ 1983 SERVICE AREA	1984 SALARY/WAGE	TOTAL $ 1984 SERVICE AREA
MAINTENANCE	500	BLDG ENGNR	SCHELL	7	40		1		19656.00		20835.36	
	501	MAINTEN TECH	LYONS	3	40		1		9391.00		9954.46	
	502	MAINTEN TECH	UNDERWOOD	3	40	MAINTENANCE	1	MAINTENANCE	9391.00	MAINTENANCE	9954.46	MAINTENANCE
	503	MAINTEN TECH	VARDAMAN	3	40	160	1	4	9391.00	47829.00	9954.46	50698.74
SECURITY	520	DEPT MGR	ADAMS	7	40		1		16198.00		17169.88	
	521	SPVSR	ANDERSON	4	40		1		11467.00		12155.02	
	522	SWITCHBD OPER	WOODS	3	40		1		9391.00		9954.46	
	523	SWITCHBD OPER	SCOTT, P	3	16		.4		3752.00		3977.12	
	524	SWITCHBD OPER	????????????	3	12		.3		2814.00		2982.84	
	525	SWTCHBD OP/SUN		3	5		.1		879.00		931.74	
	526	SEC OFFCR		2	151	SECURITY	3.8	SECURITY	32978.00	SECURITY	34956.68	SECURITY
	527	SEC OFFCR/SUN		2	5	309	.1	7.7	901.00	78380.00	955.06	83082.80
TECHNICAL SVCS	540	DIV MGR	STANLEY	8	40	TECHNICAL SVCS	1	TECHNICAL SVCS	26209.00	TECHNICAL SVCS	28600.00	TECHNICAL SVCS
CATALOGING SVC	541	DEPT MGR	HARTZELL	7	40	965	1	24.1	19111.00	290002	20257.66	307005.68
	542	CTLGR	SCHOOLEY	E	40		1		17472.00		18520.32	
	543	CTLGR	ROE	E	40		1		13846.00		14676.76	
	544	CTLGR	WILLIAMS	E	40	CATALOGING SVCS	1	CATALOGING SVCS	13846.00	CATALOGING SVCS	14676.76	CATALOGING SVCS
	545	CTLGR	DEVAULT	E	40	200	1	5	13846.00	78121	14676.76	82808.26
ACQUISITIONS	550	DEPT MGR	STEARNS	7	40		1		16198.00		17169.88	
	551	SPVSR	RIGDON	4	40		1		11467.00		12155.02	
	552	CLK/TYPE	BIRD	3	40		1		9391.00		9954.46	
	553	CLK/TYPE	EISENMANN	3	40	ACQUISITIONS	1	ACQUISITIONS	9391.00	ACQUISITIONS	9954.46	ACQUISITIONS
	554	RCVE CLK	????????????	2	25	185	.6	4.6	5460.00	51907.00	5787.60	55021.42
PROCESSING SVC	560	DEPT MGR	PATTEN	7	40		1		16198.00		17169.88	
	561	SPVSR	SCOTT	4	40		1		11467.00		12155.02	
	562	CLK/TYPE	BOSHLER	3	40		1		9391.00		9954.46	
	563	CLK/TYPE	CANSLER	3	40		1		9391.00		9954.46	
	564	CLK/TYPE	COATS	3	40		1		9391.00		9954.46	
	565	CLK/TYPE	KENAGY	3	40		1		9391.00		9954.46	
	566	CLK/TYPE	TIMINSKY,VIC	3	40		1		9391.00		9954.46	
	567	CLK/TYPE	SLONIAWSKI	3	32		.8		7505.00		7955.30	
	568	CLK/TYPE	SWANK	3	28		.7		6567.00		6961.02	
	569	PROCESS CLK	BANDELIER	2	40		1		9391.00		9391.00	
	570	PROCESS CLK	BENDER	2	40		1		8736.00		9260.16	
	571	PROCESS CLK	FITCH	2	40		1		8819.00		9260.16	
	572	PROCESS CLK	TUCKER	2	40	PROCESSING SVCS	1	PROCESSING SVCS	8736.00	PROCESSING SVCS	9260.16	PROCESSING SVCS
	573	PROCESS CLK	WILHOIT	2	40	460	1	11.5	9391.00	115638.00	9391.00	121924.84
INTERDIVISIONAL	580	BIBLIOGRAPHER	SEAGLY	7	40		1		22000.00	INTERDIVISIONAL	23320.00	INTERDIVISIONAL
	581	VOLUNTEER COORD	????????????	7	20		.5		0.00	22000.00	7000.00	117585.84
	600	CONTINGENCY									27265.84	
	601	SUMMER STAFF									60000.00	
		GROSS PERSONNEL COST									2564116.00	
		REC'D LSCA									-26172.00	
		NET PERSONNEL COST			7456		186.2				2537944.00	
					TOT HRS PER WK		TOT FTE					

‡ 1984 SALARY REFLECTS UPWARD RECLASSIFICATION.

‡‡ POSITION CURRENTLY UNFILLED. NAME/SALARY ASSIGNED FOR REPORT PURPOSES ONLY.

‡‡‡ 1984 SALARY REFLECTS SALARY OF NEW JOB.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 8
Requested Action: Approval

Report and Recommendation on Employee Health Insurance

The rate increase for the Library's Blue Cross/Blue Shield health insurance plan, effective 1 November 1983-31 December 1984, is 31%. Although this is a very substantial increase, it is less than the increase which the staff and Board anticipated at the time of the adoption of the annual budget.

Under the increased rates, the individual employee coverage will cost $61.00 per month. Each staff member who has a single membership will contribute $1.00 per year toward the membership.

The new rate for the family plan will be $160.10 per month. With the Library contributing the same amount as for single coverage, employees carrying the family plan will pay $99.10 per month. This represents an increase of $23.70 for employees covered under the family plan.

Because these increases are less than anticipated, and because investigation with other carriers has indicated that no competitor can provide better rates for this group at this time, the staff recommendation, which has been discussed with the Committee on Insurance, is that the Library continue with Blue Cross/Blue Shield, with no change in coverages, at the increased rates.

Blue Cross has agreed to provide a 14-month contract, in order that the Library may bring its payments into line with its budget year.

October 27, 1983

To the Board of Library Trustees:

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

September 1983

Main Library		$2,055.85
Georgetown Branch Library	801.98	
Hessen Cassel Branch	290.80	
Little Turtle Branch	458.63	
Pontiac Branch	14.30	
Shawnee Branch	316.75	
Tecumseh Branch	206.45	
Waynedale Branch	270.00	
Harlan Branch	62.95	
Monroeville Branch	45.00	
New Haven Branch	112.85	
Woodburn Branch	52.50	
Bookmobile #2	30.00	
Bookmobile #4	37.00	
Bookmobile #7	8.00	
		2,707.21
Rent (Downtown Service Center)		1,000.00
REnt (Tri-Alsa)		485.00
OCLC payment (Tri-Alsa)		86.50
ILL Transactions (Tri-Alsa)		145.64
Copier Receipts		8,707.29
Light & Breuning Lease (Parking Lots)		5,886.96
City Utilities (Loss of Revenue)		1,280.00
Mileage Reimbursement (Rick Ashton)		52.80
Snyder Dist. Co. Commission		16.60
Art, Music, Audio-Visual damages		93.00
78 RPM Sales		33.00
Books		271.56
Telephone Pay Station Commission		15.08
Subscription Fees		180.00
Piano Fees		20.00
Reserve Postals		12.18
Pamphlets & Catalogs		113.78
Old Newspaper Receipts		14.25
Burkhart Advertising (9/83 to 8/84)		600.00
Lincoln National Life Ins. B.A.S.E.		497.50
NFLCP Postage		91.74
		$24,365.94

APPROVED Rick J. Ashton

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills — October 27, 1983

Michael B. Clegg	Instruction fee "Introduction to Genealogical Research" Sept. 1, 1983 to October 20, 1983	$750.00
Susan Hunt	McDonald's Orange Drink - 2 Gal.-	10.00
		$760.00

Mary M. Keyhlenger

Delbert Seaman

James V. Hanaway Jr.

Gabriel K. Tagwin

Rae Giles

APPROVED

Fred J. Aldrich

DIRECTOR

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

25 November 1983

To: All Library Board Members

From: Rick Ashton RJA/cmA

The Board of Library Trustees will hold its regular Board meeting on Tuesday 29 November in the Board Room of the Main Library at 3:00 p.m. The enclosed materials are for your use in preparation for the meeting. Immediately following the Board meeting, at 4:30 p.m., we will announce the Board's action concerning the merit pay recommendations of the Committee on Compensation. I hope that Board members will be able to attend this event, which I believe will be a great morale-booster for many Library employees.

I look forward to seeing you Tuesday.

RJA/cma

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
3:00 p.m.
Tuesday 29 November 1983
Board Room, Main Library, 900 Webster Street, Fort Wayne, Indiana 46801

1. Adoption of the Agenda.

2. Approval of the Minutes of the 27 October 1983 regular Board meeting.

3. Reception of the financial report of 31 October 1983.

4. Report of the Director.
   A. Major Urban Resource Libraries grant program.
   B. Urban Libraries Council statistics on state aid.
   C. Energy management results.
   D. Children's Book Week.
   E. Poetry contest, reading, workshop.
   F. Invitation to midwest group of American Association of Law Libraries.
   G. Other.

5. Report and discussion on actions relating to a Library endowment fund.

6. Adoption of proposed schedule of Board meetings for 1984.

7. Adoption of report and recommendations of the Committee on Compensation, concerning merit pay.

8. Approval of the following salaried appointments:

   Roberta Peterson, Circulation Services, Grade 3, #449, $9391.

9. Approval of payment of the following bills:

Greater Fort Wayne Chamber of Commerce	$ 24.00
RMG Consultants, Inc.	225.00
Indiana Employment Security Division	87.00
Stouffer's	638.00
Mutual Benefit Life	1,849.57
PERF-OASI Division	12,227.43
United States Postal Service	3,000.00
Tri-ALSA	62.46
Indiana and Michigan Electric Co.	11,775.53
Tri-ALSA	6.94
Allen County Motors Inc.	9,841.00
Blue Cross Hospital Service	8,296.00
Shoreham Hotel	146.00

10. Other business.

11. Adjournment.

Following adjournment: At 4:30 p.m. in the second-floor auditorium, the Board's actions concerning merit pay will be announced to the staff. All are welcome to attend this meeting.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

29 November 1983

The Board of Library Trustees of the Allen County Public Library met in regular session at 3:00 p.m. on Tuesday 29 November 1983 in the board room of the Main Library. Members present: Lu Ann Beaman, James Ganaway, Rae Gates, Zohrab Tazian, Patricia Beers, Alan McMahan. Member absent: Mary Koehlinger. Mrs. Beaman presided.

1. Adoption of the agenda. The Board adopted the agenda as circulated.
2. Approval of the Minutes of the 27 October 1983 regular Board meeting. Dr. Ashton offered the following correction: On Page 3, the figure $2,298,414 should be changed to $2,385,680. The Board approved the Minutes as circulated, with the correction as indicated.
3. Reception of the financial report of 31 October 1983. The Board received the report as circulated.
4. Report of the Director. Dr. Ashton reported on the following items:
    A. Major Urban Resource Libraries Grant Program. Congress has appropriated $65 million under Title I of the Library Services and Construction Act. This triggers the Major Urban Resource Libraries program, under which the Allen County Public Library will be eligible for a grant of $10,626. Dr. Ashton proposed that this grant, when received, be used for the purchase of books and other library materials. The Board approved the proposal.
    B. Urban Libraries Council Statistics on State Aid. Forty-three states provide some form of state aid to public libraries, with a nationwide average of 89¢ per capita. West Virginia is highest with $2.73. Indiana provides 15¢ per capita.

C. Energy Management Results. The Johnson Controls automated energy management system for the Main Library has saved $49,155 during 1983 in fuel and electric costs.

D. Children's Book Week. The Board saw a photograph from the front page of the Journal Gazette of a young child at the Georgetown Branch Library story hour.

E. Poetry Contest, Reading, and Workshop. Chuck Sullivan, poet-in-residence at Butler University, presented a poetry reading and poetry workshop for adults. He also presented prizes to the winning entrants in the poetry writing contest for children in grades kindergarten through five. 639 entries were received, with about 250 children and parents present for the award ceremony. Mr. Sullivan's visit was made possible by support from the National Endowment for the Arts.

F. Invitation to midwest group of American Association of Law Libraries. The Allen County Public Library, the Lincoln Life Law Library, the Bar Association, and the Convention and Visitors' Bureau have issued an invitation, with positive response expected during the next few months. This meeting will bring several hundred law librarians to Fort Wayne.

G. Other. October Use Statistics: For the month of October 1983, circulation was up 17% over the same month in 1982. For the year through 31 October, circulation was up 21%. The Library surpassed 1982 annual circulation figures at some point in October. At the end of October, total circulation for the year to date was 1,833,831 items borrowed. The entire 1982 calendar year had a total circulation of 1,755,443 items.

5. Report and discussion on actions relating to Library endowment fund.

   The board discussed the recommendations of attorney Stephen J. Williams and indicated that it would have several questions for Mr. Williams and the Friends of the Allen County Public Library at an appropriate time.

6. Adoption of proposed schedule of Board meetings for 1984. The Board adopted the schedule as proposed.

7. Adoption of report and recommendations of the Committee on Compensation, concerning merit pay. The Board adopted the report and recommendations as presented.

8. Approval of the following salaried appointments:

   Roberta Peterson, Circulation Services, Grade 3, #449, $9391.
   Michael Clegg, Genealogy Department Manager, Grade 7, #340, $19,656.

   The Board approved the appointments.

9. Approval of payment of the following bills:

Operating Fund	$118,444.37
Greater Fort Wayne Chamber of Commerce	24.00
RMG Consultants, Inc.	225.00
Indiana Employment Security Division	87.00
Stouffer's	638.00
Mutual Benefit Life	1,849.57
PERF-OASI Division	12,227.43
United States Postal Service	3,000.00
Tri-ALSA	62.46
Indiana and Michigan Electric Co.	11,775.53
Tri-ALSA	6.94
Allen County Motors Inc.	9,841.00
Blue Cross Hospital Service	8,296.00
Shoreham Hotel	146.00

   The Board approved payment of the bills.

10. Other business. Mrs. Beaman appointed the following as a nominating committee to bring in a slate of officers for 1984 at the January meeting: Mrs. Beers, chairman; Mr. Ganaway; Mr. McMahan.

11. Adjournment. The Board adjourned.

    Following adjournment, the Library recognized at a public meeting the 33 employees recommended for merit pay increases.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 5
Requested Action: Report and discussion

LIBRARY ENDOWMENT FUNDS PREPARATIONS

After lengthy discussion, actions toward the creation of a vehicle for a Library endowment are progressing. Working with Stephen J. Williams, attorney recommended by Library attorney G. Stanley Hood, the Friends of the Allen County Public Library are now considering arrangements for a trust. Mr. Williams has recommended the creation of a trust, rather than a separate third corporate entity, since appropriate Internal Revenue Service approvals have already been secured for the Friends of the Allen County Public Library. Mr. Williams is now in the process of drafting a trust instrument for consideration by the Friends Board. Although specific action by the Board of Library Trustees will probably not be necessary for the creation of the trust, the expectation is that the Board of Library Trustees will appoint a substantial number, probably a majority, of the trustees for the trust. The Board of the Friends expects to review and act upon Mr. Williams's draft on 9 December. I will keep you informed of that action.

The Friends expect to make a substantial donation to begin the fund, as soon as the legal mechanism is set up.

SHAMBAUGH, KAST, BECK AND WILLIAMS
LAWYERS
1900 LINCOLN TOWER
FORT WAYNE, INDIANA 46802
AREA CODE 219 - 423-1430

MICHAEL H. KAST
EDWARD E. BECK
STEPHEN J. WILLIAMS
DANIEL E. SERBAN

WILLARD SHAMBAUGH
(1897-1976)

November 17, 1983

Dr. Rick Ashton
Allen County Public Library
900 Webster Street
Fort Wayne, IN 46802

RE: LIBRARY ENDOWMENT FUND

Dear Dr. Ashton:

You have expressed a desire to create a distinct endowment fund which would be administered for the benefit of the Allen County Public Library. The primary purpose of this fund (to which I will refer as the "endowment") will be to administer funds which are received from varied sources, including--

contributions from the general public,

grants from Friends of the Allen County, Indiana, Public Library, Inc., and

grants from governmental agencies.

The investment income of the endowment is to be used for the exclusive benefit of the Allen County Public Library [the "library"]. The endowment is to be structured in a manner which assures donors that (i) the principal will remain in tact, so as to yield a perpetual income, and (ii) neither the principal nor income will be diverted from the exclusive benefit of the library.

It is my opinion that these purposes can best be accomplished by creating a trust, which would serve as the legal vehicle of the endowment. It would be appropriate for the Friendsof the Allen County (Indiana) Public Library, Inc. to establish the trust. The trust would be an entity which exists independently of the not-for-profit corporation. The trustee should therefore request the Internal Revenue Service to issue a determination letter to the effect that--

(i) the endowment is exempt from income tax,

(ii) donors are entitled to deduct contributions to the endowment for federal income, gift and estate tax purposes, and

(iii) that the endowment is not a private foundation, within the meaning of the Internal Revenue Code.

The following discussion is intended to assist you in evaluating these recommendations, as well as further outlining the essential characteristics of the endowment trust.

You have expressed a desire to establish the endowment as a separate entity, which is independent of the Friends organization. I agree that this concept is appropriate.

The endowment and Friends would engage in functionally distinct activities. The endowment will operate in a relatively passive manner, receiving, investing and distributing monies. It is assumed that the Friends will continue to be the vehicle for soliciting contributions to the endowment.

Maintaining the endowment as a distinct entity may also avoid adverse income tax consequences. Friends has received a determination letter dated February 9, 1983, in which the Internal Revenue Service states that the organization is not a private foundation. This is premised upon a representation that the substantial portion of its support will be obtained from a combination of (i) contributions from a broad spectrum of the general public and (ii) the performance of exempt functions, such as book sales, etc. If more than one-third of the aggregate support consists of investment income, Friends would be reclassified as a private foundation. Reclassification is undesirable since it would invoke onerous reporting and administrative requirements, as well as subjecting Friends to an excise tax on its investment income.

The endowment would, in my opinion, avoid private foundation status but under a different concept: It would be organized and operated for the exclusive purpose of benefitting a subdivision of local government, i.e., the library. Even though the financial sustenance of the endowment is largely provided by (i) large contributions from a small number of donors and (ii) investment income, it would escape private foundation status.

The trust format is consistent with the purposes and--as I understand them--proposed operations of the endowment fund.

The trust would be irrevocable. This affords greater certainty that the assets will be dedicated to, and not diverted from, the designated beneficiary. Articles of Incorporation may be rather easily amended. A donor to a not-for-profit corporation thus depends upon the integrity of future members and directors to perpetuate the current purposes of the corporation. Trustees, however, may deviate from the limitations imposed by the trust instrument only under extreme circumstances and then only if Court approval is obtained.

Since it is relatively difficult to deviate from the stated provisions of the trust, these provisions should be fashioned with considerable care. You are accorded great latitude in structuring the specific provisions. It is chiefly a matter of expressing the terms so as to achieve a proper balance between restrictions which assure that the purposes will not be subverted while achieving the desired flexibility necessary to accommodate future circumstances.

The instrument could provide for plural trustees. I recommend that a majority of the trustees be selected by the library board: It is important, for purposes of income tax classification, that the endowment be responsive to the needs of the organization which it supports. The remaining trustees could be selected by the board of directors of Friends.

The trustees may delegate responsibility for performing their duties only as authorized to do so by the terms of the instrument. If desired, the trustees should accordingly be expressly authorized to designate a custodian which would have discretionary authority to invest in the assets of the endowment.

The instrument may permit the trustees to accept donor restricted gifts provided the restrictions are not inconsistent with the express terms of the trust. Such a provision would, for example, permit funds to be earmarked for acquisition of genealogical materials. The permissibility of donor restrictions should, in any event, be expressly addressed by the terms of the trust instrument.

The trust instrument should also contain definitive guidelines concerning the distribution authority of the trustee. If the trust is to be a "pure" endowment, and only current income is to be distributed, this should be specified. Alternatively, the trustees could be authorized to pay both income and principal to the library. Irrespective of which "rule of the road" is selected, the governing standard may be made subordinate to donor-imposed restrictions.

Although the trust assets are irrevocably dedicated to the stated purpose, it is feasible to authorize administrative amendments.

Such a provision is, especially in the instance of a perpetual trust, generally desirable. The trust instrument should provide a relatively detailed method or procedure for amendment, such as initial approval by a majority of the trustees which requires ratification by the library board.

The preceding topics are not an exclusive list of the features which would necessarily be addressed by the terms of the trust. They are intended, however, to provide a conceptual framework for evaluating the recommendations which I have made, and determining whether they are consistent with your objectives. These topics may also serve as a convenient checklist for developing the initial terms of the draft of an endowment trust.

I will, of course, be pleased to discuss any questions which you may have concerning this matter and, if you desire, prepare a draft of such a trust.

Yours very truly,

Steve Williams

STEPHEN J. WILLIAMS

SJW/mjt

ALLEN COUNTY PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 6
Requested Action: Approval

PROPOSED PROGRAM OF BOARD MEETINGS FOR 1984

All meetings are at 3:00 p.m. All meetings, with the exception of August and November, are on the fourth Thursday of the month. August and November are proposed for the fifth Thursday of the month.

26 January	Main Library
23 February	Main Library
22 March	Main Library
26 April	Shawnee Branch
24 May	Hessen Cassel Branch
28 June	Waynedale Branch
26 July	Pontiac Branch
30 August	Main Library
27 September	Georgetown Branch
25 October	Woodburn Branch
29 November	Main Library
27 December	Main Library

ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 7
Requested Action: Approval of recommendation

REPORT AND RECOMMENDATIONS ON MERIT PAY

To: Board of Library Trustees

From: Committee on Compensation
Alan McMahan, chairman, Lu Ann Beaman, Zohrab Tazian

In order to recognize, reward, and encourage excellent work by the Library staff, the Board of Library Trustees has allocated for 1983 the sum of $20,000 within the payroll budget appropriation to support a merit pay program for this year. The merit pay program focuses on employee achievements which advance the Library's mission to inform, educate, entertain, and enrich the life of the community. Achievements which deserve merit pay recognition include significant improvements in individual or group productivity; activities which result in significant cost savings; development of new services, audiences, or programs; improved efficiency; excellent performance in teaching or leading other employees; significant enhancements in public understanding and use of the Library; and achievements which significantly fulfill the goals and objectives of the Five-Year Plan.

Managerial recommendations for merit pay recognition, reviewed by the senior management staff of the Library, have been proposed to the Committee on Compensation. After reviewing and evaluating these recommendations, the Committee recommends that the Board of Library Trustees adopt the merit pay increases as set forth in the remainder of this document.

PROPOSED MERIT PAY AWARDS

1. Acquisitions Services:	
Megan Stearns	$ 750.00
Sharon Rigdon	500.00
Linda Bird	500.00
Joyce Eisenmann	500.00
2. Mark Anderson, Security	750.00
3. James Aschliman, Waynedale Branch/ Business and Technology	750.00
4. Children's Services:	
Cynthia Woodruff	750.00
Ruth Gomez	500.00
Phyllis Sherwin	250.00
Jeanette Roembke	500.00
Marv Marino	250.00
Matt Wildermuth	250.00
Mary Voors	250.00
5. Michael Clegg, Genealogy	750.00
6. John Dickmeyer, Business and Technology/Government Documents	750.00
7. Ethel Elliott, Monroeville Branch	750.00
8. Janet Hartzell, Cataloging Services	750.00
9. Angela Holderman, Housekeeping	750.00
10. Susan Hunt, New Haven Branch	750.00
11. Kay Lynn Isca, Art, Music, and Audiovisual Services/Readers' Services	750.00
12. Susan Knuth, Reader's Services	750.00
13. Raymond Michel, Security	250.00
14. Devaun Patten, Processing Services	750.00
15. Margaret Portolese, Art, Music, and Audiovisual Services/Business and Technology	750.00
16. Nellie Ramer, Housekeeping	750.00
17. Robert Reynolds, Bookmobile	750.00

18.	Dorothy Roembke, Circulation Services	750.00
19.	Christopher Schlatter, Telecommunication Center	750.00
20.	Patricia Scott, Switchboard	250.00
21.	Richard Seagly, Bibliographer	750.00
22.	Wilma Sills, Financial Services	750.00
23.	Barbara Swartzlander, Bookmobiles	750.00
24.	Kathryn Witwer, Little Turtle Branch	750.00
	TOTAL	$20,500.00

ALLEN COUNTY PUBLIC LIBRARY ACHIEVERS

AND THEIR ACHIEVEMENTS

ACQUISITIONS SERVICES has successfully implemented an automated system for ordering, receiving, and paying for the many thousands of books and other Library materials acquired by the Library each year. This has resulted in speedier ordering and more effective financial control. Department Manager MEGAN STEARNS, SHARON RIGDON, LINDA BIRD, and JOYCE EISENMANN have shared in this achievement.

MARK ANDERSON, security officer, has consistently demonstrated outstanding leadership in his performance. Personal concern and professional handling of daily patron and organizational emergencies has inspired staff and patron confidence in the security department.

JAMES ASCHLIMAN, Business and Technology, capably managed the Waynedale Branch Library for several months in the absence of a regular manager. He contributed actively to programming efforts and a substantial increase in circulation at the Waynedale Branch and assisted other branches and bookmobiles effectively.

CHILDREN'S SERVICES developed a new service and enhanced public understanding and use of the Library. The department developed an effective program of visits to and book collections in day care centers throughout Allen County. Department Manager CYNTHIA WOODRUFF, RUTH GOMEZ, PHYLLIS SHERWIN, JEANETTE ROEMBKE, MARV MARINO, MATT WILDERMUTH, and MARY VOORS all contributed to the success of this effort.

MICHAEL CLEGG, Genealogy Department head, developed an organized program of solicitation of new books from authors and publishers. His efforts resulted in the acquisition of tens of thousands of dollars' worth of materials at a fraction of their actual value.

JOHN DICKMEYER, Government Documents/Business and Technology Department head, developed an excellent working relationship with local efforts to enhance federal government procurement activity from local businesses. In addition to information, he provided a strong working relationship with local business and government leaders which has increased their awareness and appreciation of the Library and its services.

ETHEL ELLIOTT, Monroeville Branch Library manager, has raised public consciousness of the Library in the Monroeville area. Excellent activities for children and adults have resulted in a very sharp increase in circulation and a high level of community eagerness for further enhancements in Library service.

JANET HARTZELL, Cataloging Services manager, has demonstrated outstanding performance as a teacher of modern standards and techniques of library cataloging. The improved access to the Library collection brought about by her instruction will be felt over a period of many years.

ANGELA HOLDERMAN, Housekeeping manager, has improved the physical appearance and the public image of the Library dramatically. Excellent instruction, supervision, and attention to detail have been combined with a sincere concern for the well-being of her staff and the effectiveness of the Library.

SUSAN HUNT, New Haven Branch Library manager, has brought the Library to the community through active participation in community groups and events. Excellent children's programs have helped to increase public use of the New Haven Branch dramatically.

KAY LYNN ISCA, Art, Music, and Audiovisual Services manager, has developed the morale and productivity of her employees, both in her present position and in her previous position as acting manager of Readers' Services. Teaching, testing, evaluation, and coaching have helped to prepare her staff for productive work during a time of reorganization.

SUSAN KNUTH, Readers' Services reserve clerk, has created and maintained a workable reserves system. Her diligence, energy, and concern for the needs of patrons have resulted in a ten-fold increase in productivity in retrieval and availability of reserved books.

RAYMOND MICHEL, Security officer, has performed his duties in an outstanding manner. His friendly demeanor and dependable good judgment have contributed to the public image of the Library.

DEVAUN PATTEN, Processing Services manager, has found many ways to speed new Library materials through processing and onto the shelf. Her efforts in training, work organization, and work simplification, have had excellent results.

MARGARET PORTOLESE, Business and Technology/Art, Music, and Audiovisual Services librarian, established a monthly column of information about new items in the Library collection in the Fort Wayne Journal-Gazette, and maintained responsibility for the management of this column. Excellent public response to this information has helped to make Library service more available to the community.

NELLIE RAMER has demonstrated a high degree of personal commitment to the enhancement of her work as a custodian in the Housekeeping Department. Her consistent efforts have earned her the assignment of orientation and training of new Housekeeping employees, a challenge which she has met with outstanding results.

ROBERT REYNOLDS, Bookmobile driver, approached Indiana and Michigan Electric Company concerning Library rates for electricity at bookmobile stops. His initiative resulted in a substantial reduction in rates for the Library.

DOROTHY ROEMBKE, clearinghouse clerk in Circulation Services, has capably handled an ever-increasing volume of work, as circulation of Library materials has grown. Her steady performance has been a strong influence on her supervisors and co-workers alike.

CHRISTOPHER SCHLATTER, Telecommunications Services assistant, has developed a microcomputer system for scheduling of studio time, volunteer helpers, and equipment. Commitment of many extra hours in program and file development have enabled his department to handle an increasing work load effectively.

PATRICIA SCOTT, switchboard operator, has demonstrated a high commitment to helping the public. Her unfailing pleasant and friendly response has contributed to a positive public feeling about the Library.

RICHARD SEAGLY, bibliographer, has performed excellent service in the development of a new job which spans the entire Library system. As the person most responsible for the development of Library collections for adults in the branches and Readers' Services, he has demonstrated a sensitivity to the needs of a wide constituency and a broad knowledge of and enthusiasm for the world of books. His work has contributed significantly to the increases in circulation of Library materials.

WILMA SILLS, clerk in Financial Services, has capably assumed extra duties as the result of the vacancy in the position of financial manager. Her willingness to make additional effort, to learn new procedures, and to work effectively with all staff and vendors have contributed to the smooth financial operation of the Library.

BARBARA SWARTZLANDER, bookmobile manager, has creatively developed the highly successful summer activities mobile project, which brought Library books and activities to thousands of young people in Allen County during the summer. Improved communications among bookmobile drivers, a fresh functional approach to engineering and design of the bookmobile fleet, and excellent participation in system-wide projects of the Library have been major parts of her successful performance.

KATHRYN WITWER, branch manager of the Little Turtle Branch Library, has expanded the reach of the branch to children and adults in her neighborhood. Dramatic growth in attendance at programs for children at the branch has been the major result of her effort. In addition, she has performed outstandingly as the bibliographer for children's books for all the branch libraries. Fresh new books have attracted and held a growing young audience.

November 29, 1983

To the Board of Library Trustees:

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

October 1983

Main Library		$2,764.86
Georgetown Branch Library	1,002.93	
Hessen Cassel Branch	377.00	
Little Turtle Branch	521.17	
Pontiac Branch	15.10	
Sahwnee Branch	384.71	
Tecumseh Branch	324.20	
Waynedale Branch	337.05	
Harlan Branch	40.90	
Monroeville Branch	45.00	
New Haven Branch	148.45	
Woodburn Branch	70.75	
Bookmobile #1	75.75	
Bookmobile #2	57.50	
Bookmobile #7	13.00	
		3,413.51
Rent (Downtown Service Center)		1,000.00
Rent (Tri-ALSA)		485.00
OCLC Payment (Tri-ALSA)		86.50
ILL Transcations (Tri-ALSA)		120.02
Copier Receipts		7,468.37
Light & Breuning Lease (Parking Lots)		7,070.48
Snyder Dist. Co. Commission		15.35
Art, Music, Audio-Visual damages		82.00
Books		128.03
Pay Telephone Commission		33.78
Subscription Fees		80.00
Reserve Postals		12.14
Pamphlets & Catalogs		48.00
Old Newspaper Receipts		20.00
Mileage Reimbursement (Fortriede)		130.00
		$22,958.04

APPROVED

DIRECTOR

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

16 December 1983

To: All Library Board Members

From: Rick Ashton Rick Ashton/lep

Re: December Regular Board Meeting

To give some variety to your holiday week, the Board of Library Trustees of the Allen County Public Library will meet for its regular December meeting on Thursday 22 December at 3:00 p.m. in the Board Room of the Main Library.

The enclosed materials are to help you in preparation for the meeting. In addition to materials for the meeting, there are some other informational and cautionary materials, including the 1982 Indiana State Library statistics publication and the cautionary tale of the Brownsburg Public Library.

In order to keep the financial books open a few extra days, we have delayed preparation of the bill list and accompanying fund transfer resolution. These documents will be available at the time of the meeting.

I look forward to seeing you next Thursday.

RJA/cma

ACPL
ALLEN COUNTY PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
22 December 1983
3:00 p.m.
Board Room
Main Library, 900 Webster Street

1. Adoption of the Agenda.

2. Approval of the Minutes of the 29 November 1983 regular Board meeting.

3. Reception of the financial report of 30 November 1983.

4. Report of the Director.
   A. Reappointment of Mrs. Gates to the Board of Library Trustees.
   B. Library use through November.
   C. 1984 legislative issues.
   D. 1984 Friends membership campaign plans and preparations.
   E. 1982 Indiana State Library statistics.
   F. Holiday closing reminder.
   G. Other.

5. Approval of a grant proposal for $100,000 to the Indiana State Library, from Library Services and Construction Act funds, for retrospective conversion of bibliographic data.

6. Approval of a joint promotional activity with the Family Tree Nook.

7. Review of proposed draft of trust instrument for creation of the Allen County Public Library Foundation.

8. Approval of the following salaried appointments:
   Douglas Lehman, financial manager, Grade 8, #240, $28,000, effective 9 January 1984.
   Mary S. Seifert, Little Trutle Branch, Grade 4, #161, $10,450.

9. Approval of a fund transfer resolution.

10. Approval of payment of the following bills:

Operating Fund	Total available 22 December
Indiana Employment Security Division	173.00
Luana K. Stanley	86.71
Theresa Meadows	24.38
Gail A. Milne	5.00
Margaret Braden	5.00
Charlene P. Holly	18.86
Kay Lynn Isca	5.00
Charlene Holly	3.40
Sheldon Kaye	19.00
Christopher Schlatter	28.70
Mutual Benefit Life	1,838.04
PERF - OASI Division	12,074.04
Americana Inn	192.85
Indiana & Michigan Electric Co.	11,303.05
Performance Seminar Group	195.00
United States Postal Service	500.00

Grueninger Travel Service	534.00
E-Vans Inc.	9,000.00

11. Other business.

12. Adjournment.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

22 December 1983

The Board of Library Trustees of the Allen County Public Library met in regular session at 3:00 p.m. on Thursday 22 December 1983 in the board room of the Main Library. Members present: Lu Ann Beaman, James Ganaway, Rae Gates, Zohrab Tazian. Members absent: Patricia Beers, Alan McMahan, Mary Koehlinger. Mrs. Beaman presided.

1. Adoption of the Agenda. The Board adopted the Agenda as circulated, with the following three additions: 5a. Resolution to approve the contract for the grant of $100,000 with the Indiana State Library, from Library Services and Construction Act funds, for retrospective conversion of bibliographic data. 11a. Opening of bids and awarding of fuel oil contract. 11b. Report of Nominating Committee and election of officers for 1984.
2. Approval of the Minutes of the 29 November 1983 regular Board meeting. The Board approved the Minutes as circulated.
3. Reception of the financial report of 30 November 1983. The Board received the report as presented.
4. Report of the Director. Dr. Ashton reported on the following matters.
    A. Reappointment of Mrs. Gates to the Board of Library Trustees. The Fort Wayne Community Schools Board has reappointed Mrs. Gates for a four-year term.
    B. Library use through November. Circulation for the month of November 1983 was up 8% over the same month in 1982. Total circulation through 30 November 1983 was 2,000,260 items. Total circulation for the year-to-date through 30 November was up 20% over the same period in 1982.

C. 1984 legislative issues. The Indiana Library Association and Indiana Library Trustee Association will be active on three items in the coming session. These include corrective legislation for library board appointment structure, appropriate treatment of libraries relating to the probable local option income tax legislation, and the need for additional state funding for the statewide and regional cooperatives, whose support to all libraries in the state is a state function.

D. 1984 Friends membership campaign plans and preparations. A major campaign, with a large direct mailing and publicity of all kinds, will be built around the theme "It's Gold." A gold library card will be issued to each person joining the Friends at a $25 or higher level. During January, it should be impossible to live in Allen County and not hear about the Library and the Friends.

E. 1982 Indiana State Library statistics. This publication has been distributed to Board members for information purposes.

F. Holiday closing reminder. All locations will be closed on 24, 25, and 26 December and on 1 and 2 January. Otherwise, regular hours will prevail during the holiday season.

G. Other. None.

5. Approval of a grant proposal for $100,000 to the Indiana State Library, from Library Services and Construction Act funds, for retrospective conversion of bibliographic data. The Board approved submission of the grant proposal as presented.

5a. Approval of contract for the grant of $100,000 with the Indiana State Library, from Library Services and Construction Act funds, for

retrospective conversion of bibliographic data. The Board adopted a resolution approving signing of the appropriate grant contract.

6. Approval of a joint promotional activity with the Family Tree Nook. The Board approved the activity, with the Library selling 250 plastic book bags to the Family Tree Nook at a cost of $30.

7. Review of proposed draft of trust instrument for creation of the Allen County Public Library Foundation. The Board discussed the draft document. Mrs. Beaman appointed a committee consisting of Mr. Tazian as chairman, Mrs. Gates, and Mrs. Koehlinger, to meet with representatives of the Friends of the Allen County Public Library and attorney Stephen Williams, to finalize the document and make recommendations about Board of Library Trustees appointments to the board of the proposed body. The committee was directed to make its report at the January Board meeting.

8. Approval of the following salaried appointments:

   Douglas Lehman, financial manager, Grade 8, #240, $28,000, effective 9 January 1984.
   Mary S. Seifert, Little Turtle Branch, Grade 4, #161, $10,450.

   The Board approved the appointments as presented.

9. Approval of a fund transfer resolution. The Board approved the fund transfer resolution as presented.

10. Approval of payment of the following bills:

Operating Fund	$706,354.95
Indiana Employment Security Division	173.00
Luana K. Stanley	86.71
Theresa Meadows	24.38
Gail A. Milne	5.00
Margaret Braden	5.00
Charlene P. Holly	18.86
Kay Lynn Isca	5.00
Charlene Holly	3.40
Sheldon Kaye	19.00
Christopher Schlatter	28.70
Mutual Benefit Life	1,838.04
PERF-OASI Division	12,074.04

Americana Inn	192.85
Indiana & Michigan Electric Company	11,303.05
Performance Seminar Group	195.00
United States Postal Service	500.00
Grueninger Travel Service	534.00
E-Vans Inc.	9,000.00
Indiana Bank and Trust	17,752.19

The Board approved payment of the bills.

11. Other business:

11a. Opening of bids and awarding of contract for fuel oil.

The Board opened the only bid received, from Lassus Fuel Company, for a price of $.859 per gallon, for 50,000 gallons of number two fuel oil, more or less. The Board decided not to accept any bid at this time. The Board directed the Library staff to investigate various alternatives for the purchase of fuel oil and to make a report to the Board at the January meeting.

11b. Report of the Nominating Committee and election of officers for 1984. Mr. Ganaway, representing the Nominating Committee chaired by Patricia Beers, with James Ganaway and Alan McMahan as members, presented the following report: The Nominating Committee recommends the election of the following slate of officers for the Board of Library Trustees for 1984: President: Zohrab Tazian Vice President: Rae Gates Treasurer: Mary Koehlinger Secretary: James Ganaway. The Board received the report and closed the nominations. The Board elected the slate of officers as proposed.

12. Adjournment. The Board adjourned.

ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 5
Requested Action: Approval

PROPOSED LSCA GRANT

One year ago the Allen County Public Library applied to the Indiana State Library for Library Services and Construction Act support for a major two-year project with a total budget of $626,791, for retrospective conversion of the Library's bibliographic database into machine-readable form. This grant proposal was not approved. Recently the Allen County Public Library has been encouraged to resubmit a smaller proposal relating to this project. The proposal requests $100,000 from Library Services and Construction Act funds for the current fiscal year, with $14,609 in local support for the project. The Indiana State Library has indicated that favorable action on the smaller proposal is highly likely.

The purpose of the proposal is to begin conversion of the Library's card catalogs into computer files. By contracting with the retrospective conversion service of the Online Computer Library Center (OCLC), the Library will be able to convert the records of about 20% of its catalogs under this project. This is a first major step toward the automation of many important Library functions. The machine-readable bibliographic database makes possible the development of automated circulation systems, automated cataloging and public catalog systems, and the several other advancements which automation provides.

If approved, this grant will be the largest ever received by the Allen County Public Library to date. I recommend your approval of the revised application.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 6
Requested Action: Approval of Joint Promotional Activity

The Family Tree Nook, a local shop specializing in genealogical supplies and services, has requested the participation of the Allen County Public Library in a joint promotional activity.

The activity is a genealogical seminar to be held at the Fort Wayne Chamber of Commerce on 21 January 1984. The program will include as speakers Dorothy Lower, retired head of the Fred J. Reynolds Historic Genealogy Collection of the Allen County Public Library, who will speak on Indiana genealogical research; and Stuart Harter, a local genealogist, who will speak on the use of computers in genealogical research.

The proposed Allen County Public Library participation in the seminar is to provide genealogy brochures in some quantity and to provide Allen County Public Library printed plastic book bags at a rate below our normal retail charge, as containers for the packet of materials to be handed out to all participants in the seminar. 250 bags will be provided to the Family Tree Nook at a cost of $30. This is well below our normal retail charge of $.20 per bag, but slightly above our cost for the bags.

The benefit to the Allen County Public Library of this activity is a continuing promotional awareness of the genealogy department and its services. I recommend approval of this joint promotional activity.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 7
Proposed Action: Review of Proposed Trust Instrument

The enclosed draft, prepared by attorney Stephen J. Williams, is designed to create an appropriate institutional vehicle for the development of an endowment fund for the Allen County Public Library. The Board of the Friends of the Allen County Public Library have reviewed and discussed the draft with Mr. Williams. I will attempt to secure Mr. Williams's presence at the Library Board meeting, for discussion of the proposal. If there are no major difficulties with the draft, I recommend that the President of the Board of Library Trustees appoint a committee of two or three persons to work with Mr. Williams and a committee of the Friends of the Allen County Public Library to finalize the document and act as a nominating body for trustee appointments.

DRAFT COPY

DECLARATION OF TRUST
CREATING
THE ALLEN COUNTY PUBLIC LIBRARY FOUNDATION

		Page
1.	Purpose	1
2.	Trustees	1
3.	Contributions	1
	§3.1 Acceptance of Contributions	2
	§3.2 Donor Restricted Funds	2
	§3.3 Other Limitations	2
4.	Distributions	2
	§4.1 Exclusive Benefit of The Allen County Public Library	2
	§4.2 Annual Distributions	2
	§4.3 Corpus Distributions	3
5.	Selection of Trustees	3
	§5.1 Initial Trustees	3
	§5.2 Term of Trustees	3
	§5.3 Qualifications of Trustees	4
6.	Administration of Trust	4
	§6.1 Action of Trustees	4
	§6.2 Certificate of Authority	4
	§6.3 Diversion of Assets Prohibited	4
	§6.4 Lobbying Activities Prohibited	4
	§6.5 Accounting	5
	§6.6 Investments	5
	§6.7 Delegation of Investment Authority	5
7.	Changed Circumstances	5
	§7.1 Amendment	5
	§7.2 Dissolution	6
	§7.3 Change of Beneficiary	6
8.	Interpretation	6
	§8.1 Charitable Status	6
	§8.2 Subsequent Tax Laws	6

DECLARATION OF TRUST
CREATING
THE ALLEN COUNTY PUBLIC LIBRARY FOUNDATION

This Declaration of Trust is executed by the Friends of the Allen County (Indiana) Public Library, a not-for-profit corporation, organized under the laws of the State of Indiana.

The trust created by this declaration will be known as The Allen County Public Library Foundation.

1. Purpose. The purpose of this trust is to receive, administer and distribute property for the benefit of The Allen County Public Library, a municipal corporation which has its principal place of business in Fort Wayne, Indiana. The income and corpus of this trust are dedicated exclusively to the performance of the charitable and educational purposes for which The Allen County Public Library is organized and operated.

2. Trustees. The trustees will consist of nine (9) individuals, five (5) of whom are selected by The Allen County Public Library and four (4) of whom are selected by Friends of the Allen County (Indiana) Public Library, Inc. The initial trustees are identified, and the procedures for selection of successor trustees are expressed, at Section 5 of this instrument.

3. Contributions. The trustees are authorized to receive contributions for the trust from all sources.

3.1 Acceptance of contributions. The trustees may refuse any contribution if, in the judgment of the trustees, the contributed property is unacceptable, the contribution is subject to a condition which is inconsistent with the purposes of this trust, acceptance of the contribution would subject the trust to a liability which exceeds the value of the contribution received, or acceptance would be inimical to either the trust or The Allen County Public Library.

3.2 Donor Restricted Funds. The trustees may accept contributions which are subject to reasonable restrictions imposed by the donor, including restrictions which limit the expenditure of corpus or which specify particular purposes or programs for which the income and proceeds may be expended. If, in the opinion of the trustees, it becomes impossible or impracticable to administer a contribution in strict compliance with the restrictions which have been imposed by the donor, the trustees will apply the proceeds and income therefrom in a manner which will under the then-existing circumstances approximate the purposes of the original restriction.

3.3 Other Limitations. Notwithstanding any other provision of this Section 3, the trustees will not accept a contribution which is subject to a condition, term or power, the performance, occurrence or exercise of which would, in the opinion of the trustees, divert any income or corpus of the trust from the express purposes for which the trust is established.

4. Distributions.

4.1 Exclusive Benefit of The Allen County Public Library. All distributions of income and corpus of the trust will be for the exclusive benefit of The Allen County Public Library. Distributions may be either paid to or applied for the benefit of The Allen County Public Library.

4.2 Annual Distributions. The trustees will, during each taxable year of the trust, distribute income in a manner which would, if the trust were a private foundation, avoid subjecting the trust to liability for the

tax on failure to distribute income which is imposed by Section 4942 of the Internal Revenue Code.

4.3 Corpus Distributions. The trustees are authorized to distribute corpus of the trust, other than amounts subject to donor imposed restrictions, for the purpose of defraying the cost of capital assets such as land, buildings, building additions or renovation, fixtures, equipment and the like which are owned or used by The Allen County Public Library.

5. Selection of Trustees.

5.1 Initial Trustees. The names of the individuals whom The Allen County Public Library has selected as the initial trustees, and the expiration of their respective terms, are:

_____	December 31, 1984
_____	December 31, 1984
_____	December 31, 1985
_____	December 31, 1985
_____	December 31, 1986

The initial trustees selected by the Friends of the Allen County (Indiana) Public Library, Inc., and the expiration of their respective terms, are:

_____	December 31, 1984
_____	December 31, 1985
_____	December 31, 1986
_____	December 31, 1986

The respective organization which selected an individual who ceases to serve in the capacity of trustee, whether due to the expiration of the term or for any other reason, will select a successor trustee.

5.2 Term of Trustees. Except with respect to the initial trustees, each trustee will serve a term of three (3) years. If an individual ceases to serve in the capacity of trustee, the successor will serve the balance of the unexpired term. An individual may serve unlimited successive terms as trustee.

5.3 Qualifications of Trustees. A trustee may, but need not, be a member of the board of the organization making the selection. The Board of Library Trustees of The Allen County Public Library will not select any individual who is a disqualified person within the meaning of Section 4946 of the Internal Revenue Code, to act as trustee. An incumbent trustee who was selected by the Board of Library Trustees of The Allen County Public Library who subsequently becomes a disqualified person will be deemed to have resigned as trustee.

6. Administration of Trust. Except as modified by the express provisions of this instrument, the trust will be administered in the manner provided by the Indiana Trust Code [Indiana Code Title 30, Article 4].

6.1 Action of Trustees. Except where this instrument expressly requires a larger plurality, the assent of a majority of the incumbent trustees will be sufficient to authorize the exercise of any power whether conferred by law or by the terms of this instrument.

6.2 Certificate of Authority. Any person dealing with the trust may rely upon a certificate signed by any one of the trustees and attested by the secretary of The Board of Trustees of The Allen County Public Library to the effect that (i) the individuals identified as the incumbent trustees are the duly appointed and acting trustees, and (ii) that all necessary action has been taken to authorize the execution of any deed, contract, mortgage or other instrument by one or more of the trustees as the effective act of the trust.

6.3 Diversion of Assets Prohibited. No part of the net earnings or assets of the trust will inure to the benefit of or be distributable to the trustees or other private persons, except this provision will neither prevent the trust from paying reasonable compensation for services rendered nor from making payments in furtherance of the purposes expressed at Item 1.

6.4 Lobbying Activities Prohibited. No substantial part of the activities of the trust will consist of carrying on propaganda, or otherwise attempting to

influence legislation, nor shall it in any manner or to any extent participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office; nor will the trust engage in any activities that are unlawful under applicable federal, state or local laws.

6.5 Accounting. The trustees will, at least annually, provide The Allen County Public Library a detailed written account which discloses (i) the names of all contributors and the amount of the respective contribution received during the period comprehended by the report (ii) all financial transactions occurring during the period comprehended by the report, and (iii) the cost and current market value of all assets of the trust.

6.6 Investments. The trustees are authorized to invest in every kind of property. No provision of this instrument will be interpreted in a manner restricting the trustees from investing the trust assets in a manner which would result in the annual realization of a reasonable amount of income or gain from the sale or disposition of trust assets.

6.7 Delegation of Investment Authority. The trustees may select one or more custodians which may be an individual, corporation or banking association and delegate discretionary investments authority and deliver custody of all or part of the trust assets to the person selected. The trustees will be accountable only for exercising ordinary business care in (i) selecting a responsible person to act in this capacity, and (ii) periodically reviewing the accounts of such person: The trustees will not incur any liability for loss occasioned by the custodian's investment performance with respect to the purchase, retention or disposition of specific investments.

7. Changed Circumstances.

7.1 Amendment. The provisions of this trust may be amended by a writing which is approved by a two-thirds (2/3rds) vote of the trustees and further approved by a majority vote of The Board of Trustees of The Allen County Public Library. However, the trust cannot be

amended in a manner which would divert any of its assets from the purposes for which the trust is organized, as expressed at Item 1 of this instrument.

7.2 Dissolution. In the event of the dissolution of this trust, all assets of the trust will be paid and distributed to The Allen County Public Library.

7.3 Change of Beneficiary. If at the time any income or corpus of this trust would otherwise be distributable to or for the benefit of The Allen County Public Library, it is no longer in existence, has abandoned the purpose for which it was organized, or has ceased to be a publically supported organization described in Section 509(a)(1) or (2) or the Internal Revenue Code, the trustees will select one or more other organizations described in Section 501(c)(3) and Section 509(a)(1) or (2) of the Internal Revenue Code to receive such distribution.

8. Interpretation.

8.1 Charitable Status. The trust created by this declaration is intended to be a charitable organization described in Sections 501(c)(3) and 509(a)(3) of the Internal Revenue Code. The declarant reserves the authority to modify the provisions of this instrument in the manner and to the extent appropriate to comply with the requirements of the Internal Revenue Code and applicable regulations governing classification of the trust under Sections 501(c)(3) and 509(a)(3). The trustees are prohibited from exercising any power or discretionary authority in a manner which would cause the trust not to qualify as a charitable organization or a supporting organization under the foregoing sections of the Internal Revenue Code.

8.2 Subsequent Tax Laws. All references to the Internal Revenue Code or regulations thereunder refer to the Internal Revenue Code of 1954 and are intended to include successor legislation or administrative regulations of similar import.

IN WITNESS WHEREOF, the undersigned officers of the Friends of the Allen County (Indiana) Public Library, Inc. have executed this Declaration of Trust this ____ day of _____, 198__, pursuant to authority duly granted by the Board of Directors of the corporation.

Attest:

FRIENDS OF THE ALLEN COUNTY
(INDIANA) PUBLIC LIBRARY, INC.

_____
Its Secretary

By: _____
Its President

ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 8
Requested Action: Approval of Appointment

DOUGLAS LEHMAN

I am pleased to announce the appointment of Douglas M. Lehman as financial services manager of the Allen County Public Library. He will be the division manager responsible for all areas of accounting and finance in the operation of the Library. He brings to the job extensive experience as supervisor of general accounting and data processing in the hermetic motor department at General Electric in Fort Wayne.

A graduate of South Side High School, Indiana University, and the General Electric financial management program, he has also served on the Allen County United Way board and the board of the St. Vincent DePaul Society.

Doug will begin work on Monday 9 January.

ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 9
Requested Action: Approval of Fund Transfer Resolution

Fund transfer resolution, to balance all line items in the 1983 budget in non-deficit positions, will be prepared in time for the Board meeting.

AGENDA ITEM 10
Requested Action: Approval of Payment of the Bills

Bill lists will be available at the time of the Board meeting.

Agenda Item 9
Requested Action: Approval

FUND TRANSFER RESOLUTION

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library; Now, Therefore:

Section 1. Be it resolved by the Board of Library Trustees of the Allen County Public Library, Allen County, Indiana, that for the expenses of the Allen County Public Library the following additional sums of money are hereby appropriated and ordered set apart in the Operating Fund for the purposes specified, subject to the Laws of the State of Indiana:

ALL AMOUNTS shown as POSITIVE numbers in the column labeled "FUND TRANSFER," on the attached document, which is incorporated by reference into this Resolution.

	REQUESTED	APPROPRIATED
TOTAL	$359,013.53	$359,013.53

Section 2. Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which they were appropriated, be it further resolved that the following existing appropriations be reduced in the following amounts:

ALL AMOUNTS shown as NEGATIVE numbers in the column labeled "FUND TRANSFER," on the attached document, which is incorporated by reference into this Resolution.

	REQUESTED	REDUCED
TOTAL	$359,013.53	$359,013.53

Presented to the Board of Library Trustees, read in full, and adopted this 22nd day of December 1983 by the following Aye and Nay vote:

AYE	NAY
[illegible]	
[illegible]	
Sue Ann Beaman	
James V. Banaman Jr	
Dean McMahon	

ATTEST:

Dean McMahon

Secretary, Board of Library Trustees

PROPOSED FUND TRANSFER RESOLUTION 22 DECEMBER, 1983

CATEGORY	LINE NO.	1983 BUDGET	FUND TRANSFER	NET BUDGET
SALARY OF DIRECTOR	111	40405	0.00	40405.00
SALARY OF ASSTS	112	2308274	-85245.43	2223028.57
WAGES OF JANITORS	114	125321	10000.00	135321.00
FICA	121	166000	-23775.54	142224.46
UNEMPLOYMENT COMP	122	7000	-4054.33	2945.67
PERF	123	60000	-6011.37	53988.63
GROUP INSURANCE	124	101000	0.00	101000.00
TOTAL PERS. SVCS		2808000	-109086.67	2698913.33
OFFICIAL RECORDS	211	350	0.00	350.00
STATIONERY& PRINT	212	10000	28948.09	38948.09
OFFICE SUPPLIES	213	13000	5951.38	18951.38
CLEANING SUPPLIES	221	39000	-5088.16	33911.84
FUEL, OIL, LUBRICA	222	42000	-21152.97	20847.03
OPERATING SUPPLIES	223	71000	-2764.80	68235.20
BLDG. MATERIALS	231	5000	14799.94	19799.94
REPAIR PARTS	233	7000	1768.04	8768.04
REPAIR, MAINT. SUP	234	3000	-2439.50	560.50
VIDEOTAPE	241	15000	0.00	15000.00
TOTAL SUPPLIES		205350	20022.02	225372.02
CONSULTING SERVICE	311	11000	-6525.00	4475.00
ENG & ARCH SERVICE	312	6000	3868.04	9868.04
LEGAL SERVICES	313	5000	-3016.50	1983.50
PROFESSIONAL SVCS	314	7000	-2846.33	4153.67
TELEPHONE	321	62000	-11780.46	50219.54
POSTAGE	322	20000	1123.71	21123.71
TRAVEL EXPENSE	323	9000	5840.27	14840.27
PROFESSIONAL MTGS	324	8000	-2017.35	5982.65
FREIGHT & EXPRESS	325	1000	-811.11	188.89
ADVERTISING NOTICE	331	1800	992.57	2792.57
PRINTING	332	3200	-2965.59	234.41
OFFICIAL BONDS	341	100	-30.00	70.00
INSURANCE	342	31000	-228.93	30771.07
GAS	351	102000	-37983.29	64016.71
ELECTRICITY	352	245000	-35943.44	209056.56
WATER	353	5000	498.67	5498.67
WASTE DISPOSAL SVC	354	7000	-573.47	6426.53
REPAIR TO BLDGS	361	107000	26944.89	133944.89
REPAIR TO EQUIPMENT	362	100000	38956.89	138956.89
RENTAL REAL ESTATE	371	2400	0.00	2400.00
RENTAL EQUIPMENT	372	20000	-5273.68	14726.32
DUES	391	2300	6496.00	8796.00
INTEREST	392	42000	2143.75	44143.75
TF TO LIRF	394			
BINDERY	395	42000	-7182.25	34817.75
COMPUTER SERVICES	396	63000	-12110.05	50889.95
PHOTO SERVICES	397	3000	-1670.58	1329.42
TOTAL SERVICES & CHGS		905800	-44093.24	861706.76
FURNITURE & EQUIP ***	440	180850	141984.00	322834.00
BOOKS	451	627295	-52052.67	575242.33
PERIODICALS & NEWS	452	172000	-25470.73	146529.27
NONPRINT MATERIALS	453	102000	68697.29	170697.29
TOTAL CAPITAL OUTLAY		1082145	133157.89	1215302.89
GRAND TOTAL		5001295	0.00	5001295.00

December 22, 1983

To the Board of Library Trustees:

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

November 1983

Main Library		$2,972.29
Georgetown Branch	$1,078.66	
Hessen Cassel Branch	363.35	
Little Turtle Branch	565.15	
Pontiac Branch	31.65	
Shawnee Branch	523.33	
Tecumseh Branch	336.00	
Waynedale Branch	361.40	
Monroeville Branch	15.95	
New Haven Branch	298.50	
Woodburn Branch	87.55	
Bookmobile #2	40.00	
Bookmobile #4	33.00	
Bookmobile #5	47.15	
Bookmobile #7	30.95	
		3,812.64
Rent (Downtown Service Center)		1,000.00
Rent (Tri-ALSA)		485.00
OCLC Payments & ILL Transcations		187.42
Copier receipts		7,780.97
Light & Breuning Lease (Parking Lots)		6,815.92
Nitz Dist. Co. Commission		6.11
Art, Music, Audio-Visual damages		104.00
Book Bag receipts		21.20
Books		80.60
Telephone Pay Station Commission		24.17
Subscription Fees		220.00
Piano Fees		30.00
Reserve Postals		12.52
Pamphlets & Catalogs		112.75
Old Newspaper Receipts		17.50
Electric Refund		1.37
Shipping Reimbursement GTE Film		72.00
Postage Reimburesement NFLCP		47.50
Refund Stauffer Hotel		66.00
		$23,869.96

APPROVED

Rick J. Ashton

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills December 22, 1983

Thorndike Press	Books	$26.90

Barbara N. Jessen
Rae Gates
Lee Ann Keaman
James V. Hanaway Jr

APPROVED
Lucille J. Ashton
DIRECTOR

NATIONAL

The number of
this binder is

96-638

Made in U.S.A.

BOUND IN tuf·vin the miracle vinyl binding